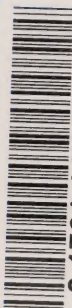


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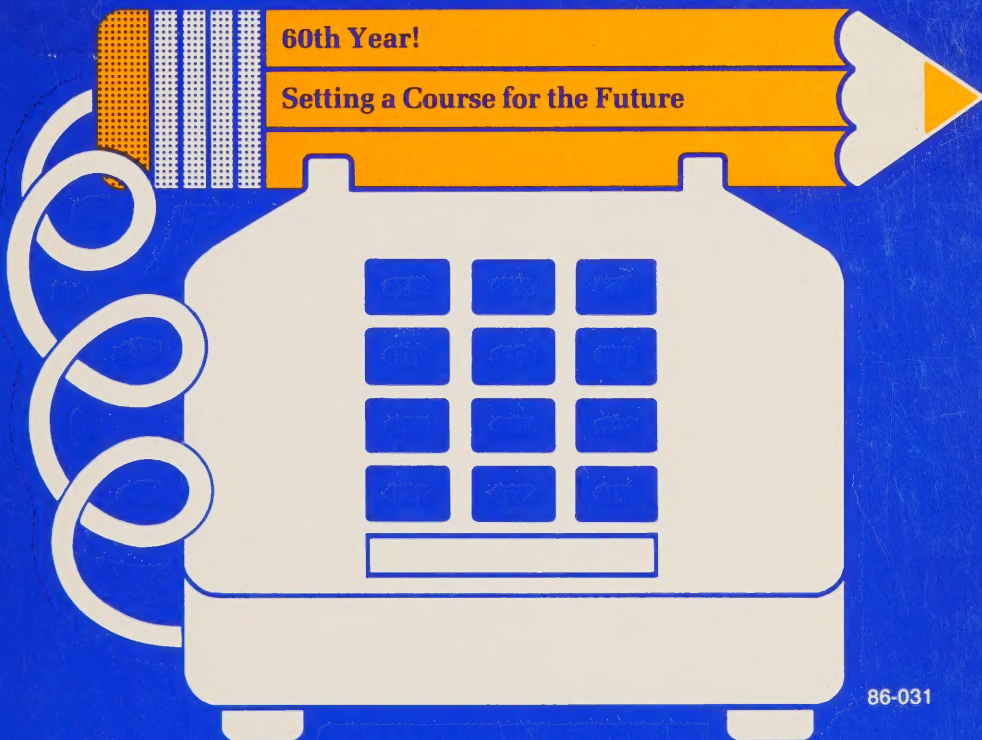
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Independent Learning Centre

Student Guide 1986-87

60th Year!

Setting a Course for the Future





86-031

Correspondence Education

Important

Read this guide before applying for a course from the Independent Learning Centre (ILC). The ILC staff are ready to help you; however, you are responsible for choosing your courses.



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For information about the services described in this guide, phone, write to, or visit:

Independent Learning Centre
909 Yonge Street
Toronto, Ontario
M4W 3G2

Office hours:
8:30 a.m. to 5:00 p.m.
Monday to Friday

Toronto area: (416) 965-2657
Toll-free (most Ontario areas):
1-800-268-7065
Toll-free (area code 807): see Bell
telephone directory, the Blue Pages,
Government Services section,
"Correspondence Education (Ont.) –
Elementary and Secondary"

In addition to this guide, the Independent Learning Centre publishes the following information pamphlets which may be obtained by phoning or writing to ILC:

Give Yourself Credit

Schools, information centres and other agencies, and the general public may find this pamphlet useful. It briefly describes the program and services offered to adults by ILC.

ILC Day-School Program Guide

This pamphlet provides information, including guidelines for enrolment and responsibilities of the coordinator, on the day-school program which ILC offers to public and private high schools. See also page 18 of this guide.

ILC Course Material Sales

This publication contains details about the purchase of selected learning materials by individuals who are not seeking enrolment in ILC courses. The pamphlet includes information on the uses of these materials, courses available, copyright restrictions, and excluded services. See also page 24 of this guide.

Programs for Small Schools

In addition to providing independent learning materials to small schools through the sales program, ILC has a number of programs that have been developed specifically for use in small school settings. This pamphlet describes the courses that are currently available as part of this service.

English as a Second Language and Adult Basic Literacy

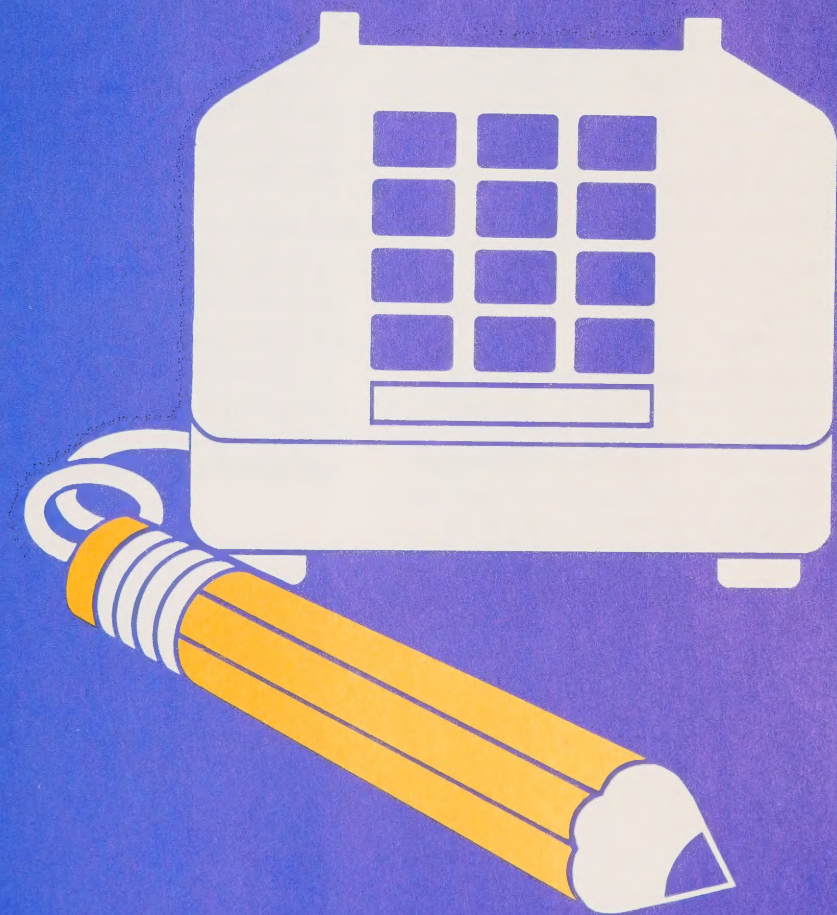
These pamphlets describe courses in the ILC Adult Basic Education program (see page 90) and provide information on the role of the volunteer tutor. Community agencies, information centres, and schools may find these pamphlets useful for handing out to potential volunteer tutors.

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Part I

General Information



Part I

General Information

Independent Learning: Is It for You?

Some Facts About the ILC Service

Free courses

- You can enrol in an ILC course free of charge.
- Except for textbooks for Grade 13 courses and for Ontario Academic Courses, the lessons, textbooks, and most other supplies are sent to you on loan. You return them when you complete the course, or if you decide not to continue with it.
- For most courses, all you pay for is the postage to mail your assignments to your teacher.

Qualified teachers

- Your lesson assignments are marked without charge by an experienced Ontario teacher. Your teacher gives you help and encouragement on a one-to-one basis.

Counselling

- You can get advice about courses and credits.
- You can get help in planning for your educational goals.
- You can phone, write to, or visit our office. The telephone numbers and address are on page 1 of this guide.



Who May Enrol?

Adults who:

- are over the age of 16;
- reside in Ontario;
- are Canadian citizens or landed immigrants; and
- do not attend a day school.

If it is less than three months since you left day school, you must have a recommendation from the principal of your last school. Send it with your application.

Students now attending day school who:

- have completed 14 credits before applying;
- are not able to take the course at school; and
- have the signed approval of their ILC day-school co-ordinator.

For more information about enrolment in the day-school program, see page 18.

Students under sixteen, living in Ontario, who:

- cannot go to school because of a long illness or distance from school; or
- are on Supervised Alternative Learning for Excused Pupils.

For information on enrolment in secondary courses for students under 16, turn to page 18.

Information about elementary courses is on page 20.

Ontario residents living temporarily outside the province who:

- will be outside Ontario for not less than three months and not more than three years.

Note: Children of compulsory school age moving temporarily to another Canadian province or territory are expected to attend school and therefore cannot be enrolled.

See page 19 for information about enrolment of:

- children in elementary or secondary courses while outside Canada;
- adults in secondary courses while outside Ontario.

Why Do People Take ILC Courses?

- to upgrade basic skills
- to earn a diploma
- to prepare for college or university
- for interest or enjoyment
- for lots of other reasons

Who Are the ILC Students?

- homemakers
- retired people
- workers
- single parents
- job seekers
- and many others

You could be a student too.

What Do Students Like About Independent Learning?

- They can study when and where they wish.
- They can start a course or finish it at any time of the year.
- They can work at their own pace.
- They can choose subjects that suit their career plans and their own needs and abilities.
- Learning by correspondence is between the student and his or her teacher. It's private and confidential.
- Courses are free.
- Most courses can be used for credit towards a diploma.

Will Independent Study Suit Your Needs?

Here are some answers to questions you may ask.

How does it work?

To complete a correspondence lesson you start by reading and studying the lesson on your own. Each lesson has a number of assignments. When you feel you understand the lesson, you complete the assignments and mail your work to your teacher. Your teacher is assigned to you when you enrol.

Are there any deadlines?

It is up to you how often you send in a lesson. You may have a lot of spare time or you may be very busy with a job and a family or other duties. In either case, you should try to send in assignments regularly. This helps you to remember the work in the lessons you have completed.

What does the teacher do?

Your teacher reads your lesson and grades the assignments. He or she makes comments and suggestions and returns your lesson directly to you. When you get a lesson back, you should study all your teacher's comments. They are an important part of your lesson.

What happens if you can't understand part of your lesson?

You can telephone for help. At certain times during the week you can call ILC on a toll-free line. A teacher will be there to help you with your problem. Information about this service is sent to you when you enrol.



Some Questions to Think About

- You will probably need at least 120 hours to complete one twenty-lesson, full-credit course or 60 hours for a ten-lesson, half-credit course. Can you give that much time?
- If you can allow yourself the time (six to ten hours) to complete one lesson each week, it will take about six months to do a twenty-lesson course. Is this too long a time for you?
- When you complete one lesson, you mail the assignments to your teacher and start the next one. It takes time for you to receive the results of your work and the feedback from your teacher. Will this wait bother you?
- Studying is work and takes energy. Do you still have energy to use in studying after your other activities?
- Regular study habits help. Can you set aside a regular time for working on your own?
- Other ways of learning are available. Have you thought about day school, night school, or continuing education?
- Independent learning means working on your own. Are you ready to be an independent learner?



How to Choose Your First Course

The following information (pages 8-9) applies to credit courses.

If you would like to improve your reading skills or if you know someone who would like to learn to read and write, you may want to look at the non-credit courses listed under Adult Basic Education (page 90).

Levels of Difficulty

Secondary (high school) courses are offered at three levels of difficulty. When you choose an ILC course, you must decide on the level of difficulty you prefer. The three levels are:

• Basic level

Did you finish Grade 8 or less in school? Were you enrolled in courses at the basic level in secondary school? If so, you may want to start with one of these courses. They will give you upgrading in most subject areas, teach you practical skills, and widen your knowledge. They will prepare you for a job. They will also prepare you to train for a trade. Students who wish to continue their education beyond Grade 12 should take general or advanced level courses.

• General level

These courses prepare you to enter the job market. They also give you the background you need to enter some programs at a college of applied arts and technology and many other types of education following secondary school. They do not, however, prepare you for university.

• Advanced level

These courses focus on the development of academic skills and prepare students for entry to university or to certain programs at a college of applied arts and technology. These are the most demanding courses offered.

What is the level of difficulty of the course you are thinking about? It's sometimes hard to move from a basic level course to a general level course or from a general level course to an advanced level course. You may need more background to enrol in a course at a higher level of difficulty. The ILC counselling staff will be glad to answer any questions you may have about this.

It's easy to find the level of difficulty you're looking for. See the course descriptions starting on page 26. Courses in each subject area are listed by level of difficulty.

What Are Your Goals?

1. What would you like to study?
You are more likely to succeed in a course you enjoy. Be sure it also meets your needs.
2. Is your goal a diploma? Will the course bring you closer to your goal? No credit is given for completing a course that has the same content as one you studied before.
3. Is your goal in enrolling to improve your chances for employment or promotion? Will this course help?
4. Many students do not want to earn a diploma or train for a job. They simply wish to learn more about a certain subject. This can be a good reason for choosing a course.
5. Study the course descriptions on pages 26 to 85. You may come across a course you have never heard of – and it may suit your needs.
6. You are responsible for making sure that the course you choose will meet your own needs – earning a diploma, postsecondary preparation, employment training, or recreation.

If you need more help, phone or write to the Independent Learning Centre for advice. The telephone numbers and address are listed on page 1.

How to Apply for Your First Course

The following information (pages 9-10) applies to credit courses.

1. Be sure you have the correct application form. For most adults, it's Form C, printed on yellow paper.
2. Answer carefully all the questions on the form. You may have to refer to this guide for help.
3. Be sure that you enter your first and second choice of courses in the correct place on Form C. We ask you to give a second choice in case we can't enrol you in your first choice. You will be enrolled in one course to start. When five lessons have been graded, you may request a second course.
4. Be sure that you have filled in the correct course code. See Course Codes and Credits, page 10.
5. Be sure to sign the form.
6. Mail or bring your school records with the application form to the Independent Learning Centre (the address is on page 1 of this guide). Your school records can be easily obtained from the last school you attended. If you have any trouble getting your records, call an ILC counsellor.

Course Codes and Credits

All schools use standard five-character codes and names to identify individual courses. The Independent Learning Centre uses a sixth character to identify the edition of the course.

An example of a course heading from our course description section will help you understand course codes and credit value.

Consumer Studies

Course code: **BCS 2 G – M**

Grade 10

1/2 credit

1

The first three characters of the course code are letters. They refer to the name of the course.

2

The fourth character is a number and refers to the grade of the course.

- 1 – Grade 9
- 2 – Grade 10
- 3 – Grade 11
- 4 – Grade 12
- 5 – Grade 13
- 0 – Ontario Academic Course (OAC)*

BCS2G – M is a Grade 10 course.

3

The fifth character is a letter and refers to the level of difficulty.

- B – basic level
 - G – general level
 - A – advanced level
- BCS2G – M is a general level course.

4

The sixth character is a letter and refers to the edition of the course. BCS2G – M is the first half of the Grade 10 Consumer Studies program. Its follow-up is BCS2G – P.

5

Each ILC course is worth either one credit or one-half credit. Each time you complete a course successfully you earn either one credit or one-half credit.

A course worth one credit has twenty lessons. A course worth one-half credit has ten lessons. BCS2G – M is a ten-lesson course worth one-half credit.

To learn how credits may be added up to earn a diploma, see pages 14 and 15.

*For a definition of OAC, see University Entrance on page 16.

Mature students may be granted equivalent credits towards the Secondary School Graduation Diploma or the Ontario Secondary School Diploma. For more information, see page 14.

Part II

Information About Certificates, Student Records, Tests, and Diplomas



Part II

Information About Certificates, Student Records, Tests, and Diplomas

Certificates of Completion

When you complete a correspondence course successfully you receive a Certificate of Completion. This certificate states the credit value of the course and your final mark.

Student Records

The Ontario Student Transcript is the record of a student's educational achievement. If you need a transcript of marks for courses which you have completed with the Independent Learning Centre, you can ask the ILC Registrar to issue an Ontario Student Transcript. It will include your final marks and the credit value of the courses. You can also request a progress report for a course in which at least half the lessons have been completed and graded.

If you are an ILC student who is also attending day school, you must obtain progress reports and the Ontario Student Transcript from the school you are attending. Your day-school program co-ordinator will be notified of your final marks for any correspondence courses you have completed.

Tests

If you are in a Grade 11, 12, or 13 course, you must complete successfully a final test as well as the lesson assignments in order to earn credit.

In most courses, the final test and the lesson assignments are given equal weight in the final mark (exceptions are noted in the course descriptions). Students who complete their lessons carefully usually find the test very straightforward.

If you live outside the Toronto area, you will write tests in your own area with an ILC test supervisor. If you live in Metropolitan Toronto, you will write your final tests at the Independent Learning Centre, 909 Yonge Street, Toronto. Information about the details of the test is sent before you are required to write it, and you select the time that will be convenient to you.

Students over fifty years of age are not required to write tests.



Diplomas

Diploma requirements for all Ontario schools are set by the Ministry of Education. If your aim is to earn a diploma, the ILC staff will work with you to plan a program that meets all the requirements.

Important information for mature students

If you are a mature student, that is, you are at least eighteen years of age and you have been out of school for a period of at least one year, you may be granted equivalent credits for the following:

- maturity and length of time out of school (up to twelve credits);
- completion of courses that are normally not considered secondary school subjects;
- successful completion of each period of an apprenticeship training program.

Equivalent credits are added to the other credits you earn. However, no matter how many equivalent credits are granted, you are still required to complete additional courses before a diploma can be issued.

The Registrar of the Independent Learning Centre evaluates a mature student's credit standing after one ILC course has been successfully completed. All school records must be submitted before an evaluation can be made.

Equivalent credits may replace some of the compulsory credits for the Secondary School Graduation Diploma or the Ontario Secondary School Diploma.

Equivalent standing may apply only towards completion of the Secondary School Graduation Diploma or the Ontario Secondary School Diploma. For information about these diplomas, see below.

The Secondary School Graduation Diploma (SSGD – Grade 12)

To qualify for this diploma, you must earn twenty-seven credits through public or private day schools, night schools, continuing education programs, the Independent Learning Centre, or a combination of these. This diploma will be issued until 1989 and then will be replaced by the Ontario Secondary School Diploma.

The Secondary School Honour Graduation Diploma (SSHGD – Grade 13)

To qualify for this diploma, you must earn six Ontario Grade 13 or Ontario Academic Course (OAC) credits. No equivalent or maturity credits may be applied towards this diploma. The Secondary School Honour Graduation Diploma will be issued until 1990 and then it will be replaced by the Ontario Secondary School Diploma.

The Secondary School Graduation Diploma is not a requirement for the Secondary School Honour Graduation Diploma or for enrolment in a Grade 13 course.

The Ontario Secondary School Diploma (OSSD)

All students entering Grade 9 in September 1984 or later study for this new diploma. After 1990 it will be the only diploma offered in Ontario secondary schools. You qualify for this diploma by earning thirty credits, of which sixteen are compulsory.

Credits required for the Ontario Secondary School Diploma

<i>Compulsory courses</i>	<i>Number of credits</i>
English/français	5
French/anglais	1
Mathematics	2
Science	2
Canadian history	1
Canadian geography	1
Arts	1
Physical and health education	1
Business/Technological studies	1
Social science (Senior Division)	1
<i>Total compulsory credits</i>	<i>16</i>
<i>Elective credits</i>	<i>14</i>
<i>Total:</i>	<i>30</i>

If you leave school before you earn the Ontario Secondary School Diploma, you may be eligible for a *Certificate of Education*. You must have earned at least fourteen credits – six compulsory and eight elective credits.

Further Information

If you earn, through ILC, your last credit for the SSGD, the OSSD, or the SSHGD, the Independent Learning Centre will issue the diploma, unless you have requested that the diploma be issued by the school last attended.

The Independent Learning Centre reports to the Ministry of Education all diplomas and Grade 13 and OAC credits which have been awarded to ILC students.

Do you have a question about your diploma requirements? Call the Independent Learning Centre (see page 1 for telephone numbers) and ask for a counsellor.

ILC will assess the records of prospective students who studied outside Ontario to determine what additional requirements they must meet to qualify for an Ontario diploma.

University Entrance

Grade 13 subjects and Ontario Academic Courses (OACs) prepare students for university entrance. Ontario Academic Courses are advanced level courses which will in future be required for admission to university. Ontario Academic Courses will eventually replace all Grade 13 subjects. Grade 13 and OAC credits may be included in the requirements for the SSHGD or OSSD or may be studied independently. The recommended background or prerequisite for each of these courses is listed with its course description.

If you are planning to attend university, you should:

- contact the university to determine the specific entrance requirements for the program you wish to take;
- contact an ILC counsellor if you need help in planning a suitable program of study.

After a Diploma, What Next?

Horizons, a guide to educational opportunities in Ontario beyond secondary school, is available from the Ministry of Education. This booklet has more than 150 pages of detailed information and describes several different types of postsecondary educational institutions in Ontario.

For a copy, call or write to:

Ministry of Education
Communication Services Branch
Mowat Block, 14th Floor
Toronto, Ontario
M7A 1L2

Toronto area: 965-6407
Toll-free (most Ontario areas):
1-800-268-7501

Part III Special Groups



Part III

Special Groups

The Day-School Program

A day-school principal may contract the services of the Independent Learning Centre for students attending day classes. A principal requesting this service must appoint a day-school co-ordinator. Students who wish to enrol in an ILC course must apply through this co-ordinator using Application Form D. Eligible students will be enrolled in one course at a time. The co-ordinator is responsible for ensuring that students are carefully screened, that pacing contracts are established, and that progress is monitored regularly.

Complete information can be found in the *ILC Day-School Program Guide*, available from the Independent Learning Centre.

Students Under Sixteen Living in Ontario

Elementary School Students

Information about elementary courses (Grades 1 to 8) is on page 20.

Secondary School Students

ILC courses may be available to Ontario residents of compulsory school age who are not in attendance at school:

- because of extended illness; or
- because they live in remote areas at a great distance from school.

The parent or legal guardian of such a student should obtain a letter recommending enrolment with the Independent Learning Centre from a supervisory officer of the local school board or from the ministry's regional office. This letter, which must include the reason for the child's non-attendance at school and the expected length of this absence, should be sent with Application Form C and a transcript of the student's educational record to the Independent Learning Centre (the address is on page 1).

While a child is of compulsory school age, a new letter is required for each school year.

SALEP

A Supervised Alternative Learning for Excused Pupils (SALEP) Committee may contract the services of the Independent Learning Centre on behalf of students legally exempted from school. A committee requesting this service must appoint a co-ordinator who will ensure that students are carefully screened, that pacing contracts are established, and that progress is monitored regularly.

All enrolment requests must be submitted on Application Form I. A student may be enrolled in one course at a time.

Elementary courses are not available to students on SALEP.

Ontario Residents Temporarily Living Outside Ontario

Introduction

This section applies to persons who normally live in Ontario but are leaving the province temporarily – for a minimum of three months and a maximum of three years.

Applicants who are leaving Canada must supply the name and address of an Ontario resident who will be responsible for forwarding books, lessons, and marked assignments. The complete duties of this liaison person are outlined at the time of the student's enrolment. Please contact the Independent Learning Centre to discuss plans with a counsellor well in advance of leaving the country.

Children

Children who are leaving Canada are eligible for elementary or secondary courses. To enrol these children, a written recommendation from a supervisory officer of the local Ontario school board is required.

Information about enrolment in elementary courses can be found on page 20. To enrol in secondary courses, applicants must submit Application Form F and an up-to-date secondary school transcript.

Adults

An adult normally resident in Ontario but temporarily residing outside this province is eligible to enrol in secondary courses. To enrol, an applicant should complete Application Form F and submit it, along with an up-to-date school record, well in advance of the time of leaving the province.

The Elementary School Program

Adults

Our elementary courses are not available to adults. Adult Basic Education or basic level courses may be suitable. Basic level credit courses are offered in most subject areas.

Information on Adult Basic Education courses is given on page 90. Basic level credit courses are described on page 8 and in the course descriptions.

Children

Elementary correspondence courses for Grades 1 to 8 are available to Ontario children of compulsory school age who are unable to attend school because of:

- extended illness;
- distance from school; or
- lack of transportation facilities.

A child living in Ontario who is between six and sixteen years of age and who is unable to attend school for a period of three months or more may be eligible for enrolment in correspondence courses. A child who normally resides in Ontario but is temporarily living outside Canada for a minimum of three months is also eligible for enrolment. Eligibility will be reconsidered if parents request that a child's enrolment in correspondence courses be continued in another grade. Enrolment for those living outside Canada may be continued for a maximum of three years.

Parents wishing to apply for elementary courses for a child should complete Application Form A and return it to the Independent Learning Centre together with the child's last school report and a letter recommending enrolment in correspondence courses from the local or regional supervisory officer. The letter must state the reason for non-attendance and the length of time the child will be absent from school.

A child enrolled in ILC elementary courses is provided with lessons, textbooks, and other supplies. Parents may arrange to pick up these materials at ILC or request that they be forwarded to their home address or that of a liaison person residing in Ontario.

A parent applying for the enrolment of a child temporarily residing outside Canada must apply well in advance of departure. The name and address of a person in Ontario who will assume responsibility for forwarding books and lessons must be supplied. All material from ILC will be addressed to this liaison person, who should be instructed to rewrap the material, print the pupil's foreign address and the return address on the parcel, prepare a customs declaration form, and pay sufficient postage to carry the material to its foreign destination.

All textbooks are provided on loan and must be returned upon completion or discontinuance of the course.

Students must submit lesson assignments for appraisal and comment by associate teachers. While ILC courses are highly structured, parents should be aware that they are to take on the role of the regular teacher. In the primary grades (1 to 3), it is essential for the parent to perform all of the duties of a teacher (as directed in the lessons). As the student masters the skills of reading and writing, the teaching requirements of the parent gradually lessen. However, the parent remains responsible for supervising the student's work throughout the eight grades and has thus an extremely important role to play.

Children in good health should spend sufficient time on their studies each day to complete the work of an entire grade in a year. When all lessons in a grade are submitted and satisfactory results obtained, a certificate of promotion will be issued. If enrolment is to be continued into the next grade, parents may request lessons and supplies in advance to ensure that they will be received by the time they are needed.

Elementary Course Design

The subjects for each grade are as follows:

Grade 1	Language Arts, including: – Art – Music – Printing – Physical Education Mathematics
Grade 2	Reading Printing Spelling Mathematics
Grades 3-6	Reading Writing Spelling Language Mathematics Social Studies
Grade 7	Literature Writing Spelling Communications Mathematics French Guidance History Geography Science
Grade 8	Literature Writing Spelling Communications Mathematics History Geography Science French Guidance

Part IV

ILC Course Material Sales



Part IV

ILC Course Material Sales

Note: This section does not apply to individuals seeking enrolment in ILC courses. Information on enrolment begins on page 4.

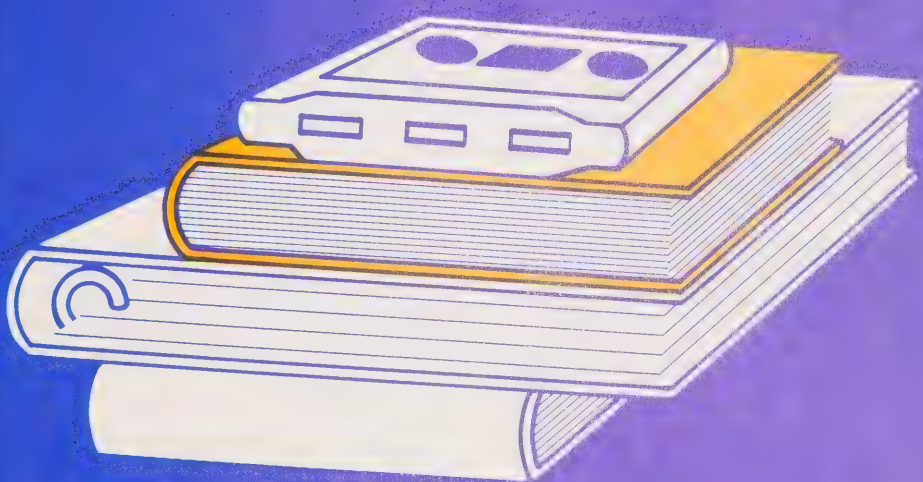
Selected learning materials developed by the Independent Learning Centre are available for purchase on a cost-recovery basis. These educational resources will be of value in planning curriculum and in implementing independent study programs locally.

The sale of materials does not include tutoring, evaluation, or certification by the Independent Learning Centre.

Additional information may be obtained from the Independent Learning Centre. The telephone numbers and address are given on page 1 of this guide.

Part V

Descriptions of Secondary Courses



Part V

Descriptions of Secondary Courses

Statement Regarding Guidelines

All courses offered by the Independent Learning Centre have been developed according to the requirements of the Ontario Ministry of Education.

Note: Publishers' names are given only for those texts that students must buy themselves.

Arts

General Level Courses

General level courses in the arts are designed for students who wish one or more of the following:

- to become aware of fundamental concepts in art design and of basic techniques and materials;
- to develop self-expression through creative art experience;
- to acquire the mastery of skills in varying media;
- to begin preparation for a career in applied arts;
- to pursue a lifelong interest.

Practical Art

Visual Arts – Drawing and Painting (Beginning in Art)

Course code: AVF2G –B

Grade 10

1 credit

By doing some of the tasks artists do, you should come to an understanding of what art is. That's the idea behind this course, designed for the person who is interested in art and wants to develop more skill. It teaches the basic principles of art by means of practical projects. You will learn basic drawing and painting skills through "hands-on" use of the artist's own tools and materials.

Students submit practical projects for teacher evaluation.

Recommended background: none

Text: none

Equipment: You are required to supply your own art materials. Instructions regarding the purchase of a complete art kit (at an approximate cost of \$17.50) will be included with the first package of lesson materials.

Art Appreciation and History

Visual Arts – Aesthetics and Appreciation

(Awareness in Action)

Course code: AVT3G –A

Grade 11

1 credit

This course will help you become more aware of the world in which you live and of your response to it. In carrying out the practical projects that form the core of the course, you will find yourself looking at familiar objects in your environment from unexpected angles and discovering new relationships among the things you observe and experience. Ultimately, these enriched perceptions will allow you to learn more about yourself and the world around you.

Recommended background: Grade 10 English and an interest in art

Text: none

Related Arts

Visual Arts – Printmaking

(Prints Without a Press)

Course code: AVF3G –M

Grade 11

1/2 credit

This course introduces you to simple printmaking techniques, without the

use of a press. It will give you a “feel” of printmaking through a study of monoprints, stencils, linocuts, cardboard cuts, and registration. Some basic knowledge of art is assumed. You are to keep a data book of observations and will do practical projects in printmaking using paint and printer’s ink.

Recommended background: Some previous background in art would be helpful.

Text: none

Equipment: A printmaking kit is supplied to you.

Visual Arts – Film

(Cinematography)

Course code: AVM4G –M

Grade 12

1/2 credit

With a stress on the practical rather than the theoretical, this ten-lesson course introduces filmmaking and film appreciation. You are encouraged through assignments and projects to develop your own skills as a movie photographer.

Topics include: principles of photography, composition, animation, history of the motion picture, and film criticism.

You are required to prepare essays, as well as projects such as making a flip book, shooting a film, creating a story board, and sketching.

Recommended background: none

Text: none

Equipment: You must have access to a movie or videotape camera.

Advanced Level Courses

Advanced level courses in the arts are designed for students who wish one or more of the following:

- to proceed to Ontario Academic Courses and/or university courses in the arts;
- to begin acquiring knowledge and developing appropriate skills in preparation for a career in applied arts;
- to develop a foundation for self-expression through the challenge of problem-solving experiences in both theory and practice;
- to pursue a lifelong interest.

Practical Art

Visual Arts – Drawing and Painting (Composing Your Art)

Course code: AVF4A–M

Grade 12	½ credit
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Practical projects in each of the ten lessons of this course encourage you to experiment with composition. The study of composition and form will help you develop originality in the content of your own work.

The course first reviews elements of design and structure. Then you are asked to present assignments in sketching, painting, and collage.

Recommended background: a course in practical art, preferably AVF2G–B

Text: none

Equipment: An art kit and some basic materials are supplied to you.

Visual Arts – Drawing and Painting (Style in Art)

Course code: AVF4A–P

Grade 12	½ credit
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Whereas Art AVF4A–M deals mainly with form (composition), this course consists of ten lessons concerned with style in art. Through increased awareness of form, you develop a distinctive style of expression. The course examines ten contrasting styles of modern painting, including fauvism, impressionism, primitivism, and abstraction.

Practical projects involve the use of water colour, ink, and pastels.

Recommended background: a course in practical art, preferably AVF2G–B

Text: none

Equipment: An art kit and book of reproductions are sent to you on loan.

Visual Arts – Comprehensive (The Artist's Study)

Course code: AVI5A–A

Grade 13	1 credit
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Assignments in painting and drawing are combined in this course with a survey of the history of modern art from 1700 to the present.

Following a review of principles and elements, you will relate these to the growth of the main styles of modern art: neoclassicism, futurism, realism, impressionism, cubism, etc. Assignments include practical work with acrylic, oil, water-colour, and other media; reading in the history of art; and written essays.

You must have previously developed some understanding of colour theory

and the handling of paint, as well as a good visual sense.

Recommended background: Grade 12 English and art or the equivalent

Text: none

Art Appreciation and History

Art and the Arts (Through Artists' Eyes)

Course code: AVN3A-A

Grade 11 1 credit

The artist sees the same things we all see, but in a different way. This course is intended to help you enter more fully into an artistic way of seeing things. It examines a range of topics that includes the different styles and techniques of art, the history of design, typography, and printing, the psychology and philosophy of art, child art, advertising, illustration, photography, and the mass media.

You are asked to keep a data book of observations and to complete projects regularly.

Recommended background: none

Text: none

Equipment: A portfolio of reproductions is sent to you on loan.

Visual Arts – Art History (Art to 1500)

Course code: AVT3A-M

Grade 11 ½ credit

This course is a broad survey of the history of art from prehistoric times to the Middle Ages. You will learn about cave painting, the art of ancient Egypt, the Minoan palaces of Crete, Greek temples, Roman engineering, Byzantine mosaics, medieval illuminated manuscripts, and the Gothic era.

Recommended background: none

Text: Brieger, P. H.; Vickers, G. S.; and Winter, F. E. *Art and Man*. Book 1.

Visual Arts – Art History (Great European Art)

Course code: AVT4A-M

Grade 12 ½ credit

A continuation of the history of art begun in Art AVT3A-M, this course traces the history of European art from the beginning of the Renaissance through the baroque and rococo periods to the eighteenth century. Great masters whose works you will study include Botticelli, Michelangelo, Dürer, Rubens, Rembrandt, Poussin, and Sir Christopher Wren. The course reviews the principles of composition and the elements of design.

Recommended background: none

Text: none

Equipment: A portfolio of reproductions is sent to you on loan.

Business Studies

Business Studies is composed of four separate programs: the general business program, the secretarial program, the accounting program, and the law program. For a description of each of these programs, students should turn to pages 30, 33, 37, and 40, respectively.

Within each program area, the courses may be offered at the basic, general, or advanced level. A description of these levels follows.

Basic Level Courses

Basic level courses in business studies are designed for students who wish one or more of the following:

- to gain a better understanding of how the business world affects their lives and how they can take advantage of the services it offers;
- to go directly into the work force upon graduation.

General Level Courses

General level courses are designed for students who wish one or more of the following:

- to enter the workplace upon graduation;
- to further their studies in a community college or other postsecondary program;
- to acquire and learn to apply business-related skills.

Advanced Level Courses

Advanced level courses are designed for students who wish one or more of the following:

- to take courses that emphasize theory rather than the application of theory and cover the material in more depth than general or basic level courses;
- to pursue postsecondary education at a university or in some programs in colleges of applied arts and technology.

General Business Program

General business courses are orientation courses, especially designed for students who have no background in business.

Basic Level Courses

Introduction to Business

Introduction to Business **Course code: BBI1B-M**

Grade 9 ½ credit

This course will be available in March 1987.

Did you know that as a consumer you have an influence on the business world? Did you know that as a worker you also have an impact on the business world? This course will show you how you can help to shape the marketplace through the things you do or do not purchase and through the jobs you do in the business world. It will also make you aware of the role of government in protecting people from unfair business practices. After completing this course, you may enrol in BBI1B-P to complete a full credit in Introduction to Business.

Recommended background: none

Text: none

Introduction to Business **Course code: BBI1B-P**

Grade 9 ½ credit

This course will be available in May 1987.

Would you like to know what kinds of jobs are available in the business world? Would you like to learn to plan for a career in business? This course is a continuation of BBI1B-M. You will find out about a variety of different jobs found in the business world, such as law, marketing, accounting, data processing, and advertising, and you will have an opportunity to practise the routine tasks done in each of these jobs. You will also learn about career planning and about the many services offered to both business and individuals by financial institutions such as banks and trust companies.

Recommended background: none

Text: none

General Level Courses

Introduction to Business

Introduction to Business **Course code: BBI1G-M**

Grade 9 ½ credit

This course will be available in May 1987.

Would you like an opportunity to learn and practise the skills used in the business world? Would you like to increase your understanding of how business, government, and individuals help to shape the economy through their involvement in the

business community? Topics in this course include: development of personal and business-related skills through an exploration of business; employment opportunities; and preparation for employment.

Recommended background: none

Text: none

Consumer Studies

Consumer Studies

Course code: BCS2G –M

Grade 10 1/2 credit

We are all consumers. With this in mind, this half-credit, ten-lesson course is designed to help you understand how the marketplace works, thus making you a wise consumer. It will also prepare you for study in more advanced business courses. After you have completed five lessons, you may enrol in a second, half-credit course in consumer studies (see BCS2G –P). Topics in this course include: an introduction to marketing; how to develop your shopping skills; obtaining credit and using it wisely; and managing your transportation dollar.

Recommended background: none

Text: none

Consumer Studies

Course code: BCS2G –P

Grade 10 1/2 credit

This course is a continuation of Consumer Studies BCS2G –M. It is designed to further develop your skills as a consumer. Topics include: finding housing accommodation to suit your needs; budgeting; banking; investing; recordkeeping; buying insurance; and consumer protection legislation.

Recommended background: none

Text: none

Marketing

Marketing

Course code: BMK4G –B

Grade 12 1 credit

This course acquaints you with the basics of marketing, sales promotion, advertising, and the effects of marketing on the total economy. Topics include: communications; advertising; selling; packaging and labelling; market research; and the law and marketing.

Recommended background: Grade 10 English

Text: Taller, T. *Marketing: A Canadian Perspective*.

Secretarial Program

The secretarial program is designed to prepare students for entry into the workplace in the secretarial/clerical area. The program consists of courses in keyboarding/typing, integrated office systems, shorthand, and notemaking.

The keyboarding/typing courses are intended to teach touch typing and the formatting of business documents and to build students' keyboarding speed and accuracy.

The courses in integrated office systems continue to develop students' keyboarding skills; in addition, they familiarize students with a variety of office routines, as well as with the fundamentals of business organization and business etiquette.

The shorthand course is an excellent review course for those wishing to refresh and further develop their shorthand skills.

Notemaking provides students with the opportunity to learn a personal shorthand system and to develop skills in summarizing, researching, and presenting information.

General Level Courses

Keyboarding/Typing

As computers continue to affect our lives, both in business and personally, the need for keyboarding skills becomes more and more important. By introducing students to keyboarding skills, this course will enable students to use the new computer technology more effectively in future business and personal endeavours. It will also be of benefit to those students using typewriters in the workplace or for school work.

Typing Keyboarding – Introduction Course code: BKT1G –B

Grade 9	1 credit
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This course will be available until November 1986, when it will be replaced by BK11G –M and BK11G –P.

In this introductory course you will learn to type by the touch system. You will learn the keyboard, develop a sufficient skill in typing for personal use, and build a foundation for further development of the skill. Topics include: keyboarding; set-up and placement of material; composing at the typewriter; simple column typing; and personal and business letters.

Recommended background: none

Text: none

Equipment: You must have access to a typewriter, a word processor with printer, or a computer with word-processing capabilities and printer.

Keyboarding – Introduction (Typewriting)

Course code: BKI1G –M

Grade 9	½ credit
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This course will be available in November 1986 and, when taken in conjunction with BKI1G –P, will replace BKT1G –B.

This introductory course will teach you to type by the touch system. You will learn the keyboard, including numbers and special characters, as well as how to set up your assignments attractively on the page. This course will be of interest to you if you wish to learn the keyboard for personal use or if you will be working with computers. It also provides you with a basic foundation for all future keyboarding courses. Topics include: keyboarding; word division; error correction; and horizontal and vertical centring. After completing this course, you may enrol in BKI1G –P to complete a full credit.

Recommended background: none

Text: none

Equipment: You must have access to a typewriter, a word processor with printer, or a computer with word-processing capabilities and printer.

Keyboarding – Introduction (Typewriting)

Course code: BKI1G –P

Grade 9	½ credit
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This course will be available in November 1986 and, when taken in conjunction with BKI1G –M, will replace BKT1G –B.

This course is a continuation of BKI1G –M and will further develop your keyboarding and communication skills. It will be of interest to you if you are preparing for a secretarial/word-processing career, if you wish to learn keyboarding skills for personal use, or if you would like to use a word-processing program on a micro-computer more effectively. Topics include: personal letters; careers in keyboarding; composition at the keyboard; and communication skills. By the end of this course you should be typing at thirty words per minute.

Recommended background:

BKI1G –M

Text: none

Equipment: You must have access to a typewriter, a word processor with printer, or a computer with word-processing capabilities and printer.

Keyboarding – Business Applications 1

(Typewriting)

Course code: BKA2G –A

Grade 10	1 credit
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You will find this course helpful if you wish to expand your basic typing and communication skills. You will be given considerable practice typing in modern business situations. Timed writings will be assigned to help

build typing efficiency. Topics include: centring; tabulating; duplicating; correspondence; manuscripts; forms; and timed writings.

Recommended background:

BK11G –M and BK11G –P; BKT1G –B; or an equivalent introductory typing course

Text: Attridge, Catherine M. *Applying Typing Skills*.

Equipment: You must have access to a typewriter, a word processor with printer, or a computer with word-processing capabilities and printer.

Integrated Office Systems

The ways in which things are done in business have changed dramatically over the past decade, and nowhere are these changes more evident than in the modern office. The integrated office systems courses will introduce students to these new procedures and help them to understand how these procedures aid in achieving the goals of the business. The courses will also continue to develop students' key-boarding and production skills. These are excellent courses for those wishing to pursue a career in the secretarial field.

Integrated Office Systems (Office Procedures)

Course code: BSI3G –M

Grade 11	½ credit
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The assignments that you will do for this course will prepare you for office employment. You will develop key-boarding, production, and communication skills and become familiar with a number of office procedures.

Topics include: evolution of the office; business communications; preparing for an office career; letters; postal services; telephone communications; machine dictation and transcription; and advanced formatting. After completing this course, you may then enrol in BSI3G –P to complete a full credit.

Recommended background:

BKA2G –A or the equivalent

Texts: Attridge, Catherine M. *Office Procedures in Action: A Word Processing Approach*.

Sparling, Allen E., and Attridge, Catherine M. *A Complete Course in Office Procedures*. 5th ed.

Equipment: You must have access to a typewriter, a word processor with printer, or a computer with word-processing capabilities and printer.

Integrated Office Systems (Office Procedures)

Course code: BSI3G –P

Grade 11	½ credit
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In this course you continue the skill development outlined in BSI3G –M. Topics include: effective letter writing; use of metric terminology; an introduction to word-processing concepts; telecommunications; long distance telephone services; alphabetical filing; business reports; micro-graphics; and starting a new job.

Recommended background:

BSI3G –M or the equivalent

Texts: Attridge, Catherine M. *Office Procedures in Action: A Word Processing Approach*.

Sparling, Allen E., and Attridge, Catherine M. *A Complete Course in Office Procedures*. 5th ed.

Equipment: You must have access to a typewriter, a word processor with printer, or a computer with word-processing capabilities and printer.

Integrated Office Systems (Office Procedures)

Course code: BSI4G -B

Grade 12	1 credit
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This course will provide you with an opportunity to examine a business organization, including specific department functions, and to understand the ways in which employees are evaluated. The study of the integration of new equipment and procedures will form a major portion of this course. Topics include: department organization and function; integrated office procedures and systems; administrative support functions; and career planning.

Recommended background:

BSI3G -M and BSI3G -P or the equivalent

Texts: Attridge, Catherine M. *Office Procedures in Action: A Word Processing Approach*.

Sparling, Allen E., and Attridge, Catherine M. *A Complete Course in Office Procedures*. 5th ed.

Equipment: You must have access to a typewriter, a word processor with printer, or a computer with word-processing capabilities and printer.

Advanced Level Courses

Shorthand

Shorthand is a skill that is still required in many offices. It involves recording precisely every word that is dictated and then transcribing this dictation into a typed format.

Shorthand (Pitman Shorterhand) Course code: BSH4A-A

Grade 12	1 credit
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Do you need a refresher course in Pitman shorterhand? This course will provide you with a review of theory, short forms, and phrases as well as dictation practice at speeds of up to eighty words per minute. You will also study the set-up of letters and manuscripts, punctuation, hyphenation, capitalization, and the expression of numbers.

Recommended background: an introductory course in Pitman shorterhand and a good background in keyboarding

Text: Reid, George A., and Thompson, Evelina J. *Shorterhand Dictionary of Common Words*.

Equipment: You must have access to a record player and typewriter or word-processing system with printer.

Notemaking

Notemaking is an important skill for everyone. It does not involve recording precisely every word that is said as does Pitman Shorthand. Rather, it focuses on identifying key points in an oral communication, recording them with the use of a personal shorthand system, and organizing them for reference at a later date.

Notemaking is designed to be of aid to students and to people in the workplace.

Notemaking

Course code: BSN3A-M

Grade 11

½ credit

This course will be available in November 1986.

This half-credit course will teach you the Forkner personal shorthand system. You will take dictation at speeds of up to ninety words per minute and begin to apply the system to the notemaking process. After you complete this course, you may enrol in BSN3A-P to practise your new shorthand skills and to complete a full credit in notemaking.

Recommended background: Grade 10 English

Text: Forkner, H.; Brown, F.; Johnson, B.; and Cunningham, M. *Forkner Shorthand*.

Equipment: You must have access to a cassette tape player.

Accounting Program

The accounting program will provide students with a knowledge of fundamental accounting principles, accepted accounting terminology, and the procedures generally used for maintaining accurate financial records. Accounting can help people maintain accurate personal records, or financial records if they are self-employed. It can also lead to a career in an accounting-related field or in one of the accounting professions.

General Level Courses

Accounting – Introduction

Course code: BAI3G-B

Grade 11

1 credit

This course will give you a basic understanding of accounting principles and concepts related to both business and personal use. Topics include: the accounting cycle for a service business; control procedures in a business; and accounting principles.

Recommended background: Grade 10 mathematics

Text: none

**Accounting – Applications
(Applied Accounting)**
Course code: BAA4G –M

Grade 12 ½ credit

In your introductory accounting course, you learned the principles and concepts which are part of the accounting cycle. This course concentrates on the practical use of these principles and concepts in a realistic business setting. Topics include: a brief review of the accounting cycle; accounts receivable and sales systems; and personal income tax.

After taking this course you may complete a full credit in applied accounting by taking BAA4G –P.

Recommended background:
BAI3G –B or the equivalent

Text: D'Amico, V., and Wilson, R.
Applied Accounting. 2nd ed.

**Accounting – Applications
(Applied Accounting)**
Course code: BAA4G –P

Grade 12 ½ credit

This course is a continuation of Accounting – Applications BAA4G –M. It is designed to help you develop further your understanding of accounting by letting you apply the concepts and principles of accounting to various realistic business situations.

Topics include: payroll systems; an introduction to cost accounting; and inventory control.

Recommended background:
BAA4G –M or the equivalent

Text: D'Amico, V., and Wilson, R.
Applied Accounting. 2nd ed.

Advanced Level Courses

Accounting – Principles 1
Course code: BAP3A–A

Grade 11 1 credit

This course will be available in May 1987.

Accounting – Principles 1 is designed to meet the needs of students seeking an introductory course in accounting theory. You will learn basic concepts and theories of accounting and use accounting applications to reinforce your understanding of these theoretical principles.

This course concentrates on the accounting practices encountered in a small business and will provide you with an opportunity to gain an understanding of business in general. Topics include: the accounting cycle; ledger systems; cash control and banking; analysis of financial statements and journals; and career awareness.

Recommended background: none

Text: none

Accounting
Course code: BAC5A-A

Grade 13 1 credit

This course will be available until May 1987, when it will be replaced by BAC0A-A.

In this course you will be expected to analyse data, solve problems, make decisions, read and understand professional and financial publications, and prepare written reports. Some practical accounting exercises are included in this theoretical course.

The introductory lessons cover basic accounting principles, concepts, and theory. The following topics are included in the course: methods of processing accounting data; the voucher system; inventory systems; and an introductory treatment of current-value and inflation accounting.

Recommended background: Students who select this course without any background in accounting should be able to provide proof of their ability to successfully complete other Grade 13 courses.

Texts: Kaluza, H. J. *Working Papers 1 for Elements of Accounting: A Senior Course*. 2nd ed. Toronto: McGraw-Hill Ryerson, 1979. Chapters 1-4.
_____. *Working Papers 2 for Elements of Accounting: A Senior Course*. 2nd ed. Toronto: McGraw-Hill Ryerson, 1979. Chapters 5-14.
Kaluza H. J., and Leonard, W. G. *Elements of Accounting: A Senior Course*. 2nd ed. Toronto: McGraw-Hill Ryerson, 1979.

Ontario Academic Courses

Accounting OAC
Course code: BAC0A-A

OAC 1 credit

This course will be available in May 1987, when it will replace BAC5A-A.

While it will provide a good theoretical background for students who intend to enter the work force after high school, Accounting OAC is primarily intended for students who wish to pursue their studies at the university level. After a brief review of fundamental accounting concepts and procedures, this course will provide you with an in-depth study of generally accepted accounting principles and accounting for business, and show you how to analyse financial data. The use of accounting as a decision-making tool will be emphasized.

Prerequisite: BAP3A-A

Text: Meigs, W.; Meigs, R.; and Lam, W. *Accounting: The Basis for Business Decisions*. 4th Canadian ed. Toronto: McGraw-Hill Ryerson, 1985.

Law Program

The law program is made up of a number of ten-lesson, half-credit courses. The initial course is an introduction to Canadian law. Additional half-credit courses include criminal law, contracts and consumer law, and human rights and law in the workplace. Family law is scheduled for release in May 1986.

General Level Courses

Law
(Introduction to Law)
Course code: BLW4G -M

Grade 12 ½ credit

Every aspect of life is regulated by some law. It is important that you understand your rights and duties under the law. This introductory course provides you with an overview of the various areas or subjects which make up the law. Topics include: criminal law; tort law; contracts and consumer law; and family law.

Recommended background: Grade 10 English

Text: none

Law
(Criminal Law)
Course code: BLW4G -P

Grade 12 ½ credit

This course offers you an in-depth study of criminal law and law enforcement in Canada. Topics include: the criminal code; criminal court structure; arrest; trial procedures; and sentencing of people convicted of crimes.

Recommended background:
BLW4G -M or the equivalent

Text: none

Law
(Contracts and Consumer Law)
Course code: BLW4G -Q

Grade 12 ½ credit

Every one of us is a consumer and as such we are constantly entering into various types of contracts. This course involves a study of the law of contracts and of the federal and provincial legislation that affects consumers. Topics include: the components of a valid contract; remedies for broken contracts; and those areas of legislation that relate to consumers and contracts.

Recommended background:
BLW4G -M or the equivalent

Text: none

Law
(Human Rights and the Law in the Workplace)

Course code: BLW4G -R

Grade 12 1/2 credit

Under Canada's Constitution, each of us is guaranteed certain rights. This course examines human rights as they apply to each of us in general and more specifically to men and women in the workplace. Topics include: human rights and discrimination; labour relations; Workers' Compensation; and dismissal from employment.

Recommended background:
BLW4G -M or the equivalent

Text: none

Law
(The Family and the Law)

Course code: BLW4G -S

Grade 12 1/2 credit

This course will be available in May 1986.

The Family Law Reform Act has changed family law significantly. It is important for all of us to be aware of the rights and obligations related to the family, as outlined in this act and in other provincial and federal legislation. Topics include: engagement; marriage/cohabitation; marriage breakdown; children and the law; and law and the family.

Recommended background:
BLW4G -M or the equivalent

Text: none

Computer Studies

We are now living in an information society. High technology has had, and will continue to have, a profound effect on many areas of our lives. It is important to understand the new technologies and the changes they have brought, so that we can use them to our advantage and be comfortable with them. The computer studies courses will provide students with such an opportunity.

General Level Courses

Introduction to Computer Studies (How They Work)

Course code: DIC2G –M

Grade 10	½ credit
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Computers are all around us. This half-credit, ten-lesson course deals with the computer: what it is, how it works, and what it can and cannot do. Topics include: the parts of a computer; how information is handled by a computer; and an introduction to computer programming.

After completing this course you may wish to enrol in Introduction to Computer Studies (Issues and Applications) DIC2G –P.

Note: This course does not require that you have access to a computer. If you do have access to a computer, you may wish to take DIC2A–A instead of this course.

Recommended background: none

Text: none

Introduction to Computer Studies (Issues and Applications)

Course code: DIC2G –P

Grade 10	½ credit
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This ten-lesson course is a continuation of Introduction to Computer Studies (How They Work), DIC2G–M. It deals with the use of computers today and their probable use in the future. This course also investigates some of the problems which technology has created. Topics include: how computers are used in such areas as education, medicine, and business; computer crime; and computer-related careers.

Note: This course does not require access to a computer.

Recommended background: DIC2G –M or the equivalent

Text: none

Advanced Level Courses

Introduction to Computer Studies (Computer Awareness) **Course code: DIC2A-A**

Grade 10

1 credit

This course provides a general introduction to the use of computers. You will learn about computer systems and components and how to instruct the computer to perform simple tasks. You will also become aware of the impact of computer technology on society. One-third of the course involves the use of a computer. Topics include: computer system components; the computer in action; programming; computer applications; and the social impact of the new technology.

Recommended background: none

Text: none

Equipment: You must have access to a microcomputer that uses the BASIC computer language.

Basic Level Courses

Basic level courses in English are designed for students who wish one or more of the following:

- to improve their reading and writing skills;
- to improve their use of English in everyday life;
- to review their English skills before taking a Grade 9 general or advanced level English course.

English

Course code: ENG1B-D

Grade 9	1 credit
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Do you want to improve your use of English in everyday situations? In this course you can practise and improve your personal writing and reading skills while writing letters, filling out forms, and reading newspaper articles. An audio tape comes with each lesson. The tapes will help you to understand the lessons, although it is not necessary to use them.

You will find this course helpful:

- a) if you have studied English as a second language; or
- b) if you did not complete all of your elementary schooling.

Recommended background: none

Text: The Winston Canadian Dictionary for Schools.

Equipment: You should have access to a cassette tape player.

English

Course code: ENG1B-B

Grade 9	1 credit
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This course will be available until December 1986.

This course offers grammar, spelling, vocabulary building, reading, and writing. If you have completed your elementary schooling and would like to refresh your English skills, you will find this course useful. You will also find it helpful if you have studied English as a second language and would like to have more practice in grammar.

Recommended background: none

Texts: Allison, Gordon H. *Exercises in the Structure of English, Book 1*. Hardwick, H. C. *Words Are Important*.

Kuska, Alexander; Webster, E. J. D.; Elford, G.; and Lewis, R. *Spelling in Language Arts 8*.

London, Jack. *The Call of the Wild*. Richards, Haydn. *Read, Think and Write*.

The Winston Canadian Dictionary for Schools.

Note: If you want a practical approach to improving your reading and writing skills, you will find the following two courses helpful. Each course is worth one-half credit. To earn a full credit in Grade 10 basic English, you should complete ENG2B-M and ENG2B-P. Enrol first in ENG2B-M. When you have completed the first five lessons, you may enrol (by telephone or by mail) in ENG2B-P.

English
Course code: ENG2B-M

Grade 10	½ credit
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Here is a course with a practical approach to studying English. It will help you to improve your reading and writing skills. Topics include: spelling and word usage; sentence structure; paragraph writing; descriptive language; and Canadian short stories.

An audio tape comes with each lesson, but it is possible to do the course without using it. If, however, English is a second language for you, you will find the audio tapes especially helpful.

Recommended background:
ENG1B-B or ENG1B-D or the equivalent

Text: *The Winston Canadian Dictionary for Schools.*

Equipment: You should have access to a cassette tape player.

English
Course code: ENG2B-P

Grade 10	½ credit
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If you wish to continue to improve the skills you learned in ENG2B-M, then try this course. It is designed to follow it. Topics include: spelling, word usage, and sentence structure;

paragraphs and compositions; personal and business correspondence; Canadian short stories; and Canadian poetry.

An audio tape to help you understand the material comes with each lesson. It is not necessary, however, to use the tapes. The course has been designed so you can complete it with or without the tapes. If you are studying English as a second language, the tapes are important tools to help you hear how English is spoken.

Recommended background:
ENG2B-M or the equivalent

Text: *The Winston Canadian Dictionary for Schools.*

Equipment: You should have access to a cassette tape player.

General Level Courses

General level courses in English are designed for students who wish one or more of the following:

- to acquire the English skills necessary for enrolment in a college of applied arts and technology or for employment;
- to develop their appreciation of literature;
- to develop their own writing and communication skills.

English
Course code: ENG1G-M

Grade 9	½ credit
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This course will be available in November 1986.

Are you interested in continuing your study of English? This ten-lesson course is an introduction to English at the general level of difficulty. You will have an opportunity to hear, read, and appreciate a variety of selections from English literature, including short stories, poetry, plays, and essays. You will also have an opportunity to improve your own writing skills.

The audio tapes that accompany this course will assist you in improving your listening and speaking skills.

Recommended background: successful completion of elementary school English or the equivalent

Text: *The Winston Canadian Dictionary for Schools.*

Equipment: You must have access to a cassette tape player.

English

Course code: ENG1G –P

Grade 9	½ credit
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This course will be available in November 1986.

This ten-lesson course is a continuation of ENG1G –M. In it, you will continue to study English literature, including short stories, poetry, plays, and essays, and you will improve your writing skills. To assist you in your writing, this course covers editing and revising skills, English usage, and suggestions for improving your spelling.

The audio tapes that accompany this course will assist you in improving your listening and speaking skills.

Recommended background: ENG1G –M or the equivalent

Text: *The Winston Canadian Dictionary for Schools.*

Equipment: You must have access to a cassette tape player.

English

Course code: ENG2G –A

Grade 10	1 credit
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If you wish to continue your study of English and you are ready to read and appreciate a novel and an autobiography, you will find this course interesting. In addition to the novel and autobiography, you will have an opportunity to read other types of Canadian literature and to develop your own writing skills. This course also provides information on the various forms of correspondence and on correct English usage and grammar.

Recommended background: Grade 9 English

Texts: Carr, Emily. *Klee Wyck*. Mitchell, W. O. *Who Has Seen the Wind*.

Stevens, John, ed. *Ten Canadian Short Plays*.

The Winston Canadian Dictionary for Schools.

English

Course code: ENG3G –A

Grade 11	1 credit
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Literature, largely Canadian, is studied in this course as the basis for understanding the creative process and for enjoying good writing. Short stories, poetry, plays, and a novel are included. Skills of editing and revising are taught throughout the course.

This course will also help you develop an accurate and clear writing style for everyday needs such as letters, reports, and summaries. You

should gain confidence in expressing your views.

Recommended background:

ENG2G –A or ENG2A–B or the equivalent

Texts: Brown, Cassie. *Death on the Ice*.

McNeil, James A. *Tigers of the Snow*.

English Writing

Course code: EWR3G –M

Grade 11

½ credit

Would you like to become a reporter? Or would you like to learn to write with simplicity, clarity, and directness?

If so, this course, with its emphasis on the development of a concise and effective reporting style, should appeal to you. It's intended to help you write for any kind of news publication and to introduce you to the basic techniques of journalism. Topics include: straight reporting; interviewing techniques; and preparing speeches, meeting reports, obituaries, and personality profiles.

Recommended background:

ENG2G –A or ENG2A–B or the equivalent

Text: none

English

Course code: ENG4G –A

Grade 12

1 credit

This course is designed to help you learn more about yourself through the study of English. It will help you learn to appreciate literature and language and to improve your reading and writing skills.

The study of short stories, poems, plays, novels, and essays encourages you to explore and respond to contemporary issues. Emphasis is given to Canadian writing, the mass media, and forms of business correspondence. A long-playing record is part of a lesson intended to help you improve your ability to listen and to speak. The language studies relate to the language you encounter every day.

Recommended background: English ENG3G –A or ENG3A–B or the equivalent

Texts: Callaghan, Morley. *More Joy in Heaven*.

Hemingway, Ernest. *The Old Man and the Sea*.

Laurence, Margaret. *A Jest of God*.

Stevens, John, ed. *Ten Canadian Short Plays*.

Equipment: You must have access to a record player.

English

(Grammar)

Course code: YGR9N–P

Non-credit

Do you have problems with English usage and grammar? If you do, or if you want to review your English skills, then this ten-lesson course would be of value to you. It examines language structure and provides exercises in grammar and usage. The lessons give you information about and practice in correct usage as it relates to parts of speech, phrases, and sentence structure.

Note: This is a non-credit course.

Text: none

Advanced Level Courses

Advanced level courses in English are designed for students who wish one or more of the following:

- to prepare for entry to university and to certain programs at the colleges of applied arts and technology;
- to expand their knowledge and appreciation of a variety of literary genres.

Students who enrol in advanced level English courses should have well-developed reading and writing skills.

English

Course code: ENG1A–B

Grade 9

1 credit

This “foundation” course will give you the necessary groundwork for advanced level courses in the English program. It has two purposes: to increase your enjoyment and appreciation of good writers and speakers and to help you improve your ability to write and speak.

You will analyse and learn to appreciate a wide range of good literature, including essays, stories, poems, novels, and drama. Good writing skills are required as background. Revising, editing, and polishing skills are developed throughout the course.

Recommended background: successful completion of elementary-school English or the equivalent

Text: Doyle, Conan. *The Hound of the Baskervilles*.

English

Course code: ENG2A–B

Grade 10

1 credit

Literary appreciation and self-expression are the cornerstones of this advanced course; it is a preparation for studies in academic Senior secondary-school English.

English ENG2A–B will enrich your experience of English through reading and writing activities designed to help you express your own individuality. The keys are the “three R’s” – reading, writing, revising. The reading in the course includes short stories, essays, poetry, drama, and novels.

Recommended background:

ENG1A–B or the equivalent

Texts: Roy, Gabrielle. *Windflower*. Wyndham, John. *The Chrysalids*.

English

Course code: ENG3A–B

Grade 11

1 credit

Successful completion of this course will provide you with a solid background for further study in English. You will study a novel, short stories, essays, and other prose, poetry, and plays. The unit on the media will help you to understand and respond to the influences of newspapers, film, and television.

You will also be encouraged to improve your writing skills. The principles of effective composition and the fundamentals of correct usage and grammar are covered.

Recommended background: Grade 10 advanced level English

Texts: Lee, Harper. *To Kill a Mockingbird*.
 Richler, Mordecai. *The Apprenticeship of Duddy Kravitz*.
 Shakespeare, William. *Romeo and Juliet*.

English
Course code: ENG4A-B

Grade 12 1 credit

This course explores a wide variety of literary genres (novels, poetry, essays, short stories, plays) and invites students to examine some of the great literary themes. The language component stresses the improvement and expansion of rhetorical skills. If you need assistance with your writing, you will be helped on an individual basis using the language text *Mastering Effective English*. You will practise a wide variety of writing, some of which will be revised, edited, and polished and kept in a "writing folder" as a cumulative record of your progress. The course will be useful to you if you have highly developed English skills and are planning to take an Ontario Academic Course in English.

Recommended background: Grade 11 advanced level English

Texts: Larock, M. H.; Tressler, J. C.; and Lewis, C. E. *Mastering Effective English*. 4th ed.
 Steinbeck, John. *The Pearl*.
 Lawrence, D. H. *Sons and Lovers*.
or MacLennan, Hugh. *Two Solitudes*.
 Shakespeare, William. *Macbeth*.
or Miller, Arthur. *Death of a Salesman*.

English Literature
Course code: ELT4A-M

Grade 12 1/2 credit

Science fiction can provide thrilling entertainment and at the same time explore present-day social concerns and attitudes. In this course, you will sample the shorter fiction of such masters of the genre as Arthur C. Clarke, Ray Bradbury, Isaac Asimov, and H. G. Wells. You will examine the themes and ideas of science fiction and, at the same time, take a critical look at the art of the short-story writer.

The lesson topics include: interplanetary travel; visits from outer space; time travel; life on other planets; robots and mechanical brains; eugenics and personality control; and the world of tomorrow.

Recommended background:
 ENG3G -A or ENG3A-B or the equivalent

Text: none

English Writing
Course code: EWR4A-M

Grade 12 1/2 credit

This course has your writing as its focus. Its aim is to make you critical of your own writing and to stimulate you to try to write well, the premise being that good writing is never easy. Model passages and assignments in the lessons provide examples of techniques used in writing narration, description, exposition, poetry, and short stories, as well as in writing for newspapers, the stage, or the camera. Each lesson also gives you an opportunity for undirected personal expression.

Recommended background:

ENG3G –A or ENG3A–B or the equivalent

Text: Strunk, William, and White, E. B. *Elements of Style*.

English**Course code: ENG5A–A**

Grade 13	1 credit
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This course will be available until March 1987, when it will be replaced by the OAC English courses.

This Senior course is intended to develop two basic skills: appreciative comprehension of great works of literature and effective writing, acceptable for university studies. Novels, plays, short stories, and essays are analysed and interpreted. A section on Canadian poetry is accompanied by a recording of Canadian poets and writers. You are required to produce a literary essay as well as samples of creative writing. Well-developed reading and writing skills are necessary for this course. Five of the twenty lessons are on *Hamlet*.

Recommended background: Grade 12 English

Texts: Ford, M. *Techniques of Good Writing*. Toronto: The Book Society of Canada, 1961. (Available from Irwin Publishing)

Giraudoux J. *The Madwoman of Chaillot*. Toronto: McGraw-Hill Ryerson, 1969.

Hemingway, E. *A Farewell to Arms*. New York: Charles Scribner's Sons, 1967.

Shakespeare, William. *Hamlet*. Falcon ed. Toronto: Longman Canada, 1963. (Available from Academic Press)

Canadian Literature**Course code: ELC5A–A**

Grade 13	1 credit
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This course will be available until March 1987, when it will be replaced by the OAC English courses.

At one time, Canadian writing was thought of as "colonial", but in this century Canada has claimed a place in the annals of world literature. This course approaches Canadian writing as a living and enjoyable heritage. Among the writers studied are Margaret Laurence, Al Purdy, Robertson Davies, Gratien G  linas, Margaret Atwood, Mordecai Richler, and Gabrielle Roy. A recording of some of the writers brings their work to life.

Two basic skills are developed through the course: appreciative reading of literature and effective writing, acceptable for university studies. A literary essay is required to complete the course.

Recommended background: Grade 12 English

Texts: Davies, Robertson. *At My Heart's Core*. Toronto: Clarke Irwin, 1966. (Available from Irwin Publishing)

G  linas, Gratien. *Yesterday the Children Were Dancing*. Toronto: Clarke Irwin, 1967. (Available from Irwin Publishing)

Laurence, Margaret. *The Stone Angel*. Toronto: McClelland and Stewart, 1968.

Mandel, Eli. *Poets of Contemporary Canada*. Toronto: McClelland and Stewart, 1972.

Mickleburgh, Brita. *Canadian Literature*. Toronto: McClelland and Stewart, 1973.

Ontario Academic Courses

The Ontario Academic Courses are designed primarily for students who are planning to attend university. To take an OAC English course, a student must have at least one Senior English credit at the advanced level.

In English there are three OACs:

OAC I: Language and Literature

OAC II: The Writer's Craft

OAC III: Studies in Literature

Students may take one, two, or all three of these courses, depending on their postsecondary plans. However, students who are planning to take only one OAC in English, should take OAC I: Language and Literature.

Language and Literature

Course code: ENG0A-A

OAC 1 credit

This course will be available in March 1987.

This course, which is designed to prepare you for university study, contains equal components of language and literature. The language component focuses on the improvement of your language skills and on the examination of good usage, structure, and style as they relate to the purpose and audience of a piece of writing. The literature component includes essays chosen both for their literary merit and as models for developing your thinking and language skills. You will also study a balanced selection of poems, prose fiction, and plays, including acknowledged classics.

Prerequisite: at least one advanced level Senior English course

Text: Larock, M. H.; Tressler, J. C.; and Lewis, C. E. *The McGraw-Hill Handbook of English*. 3rd Canadian ed. Toronto: McGraw-Hill Ryerson, 1979.

The Writer's Craft

Course code: EWC0A-A

OAC 1 credit

This course will be available in November 1986.

If you have a strong interest in writing and are planning future study in an area that has a strong writing component to it, you will find this course valuable. During the course you will practise writing in different modes and styles for various purposes and audiences. In the language study component you will concentrate on improving your writing skills and examine the varieties of good usage, structure, and style as they are used in different kinds (academic, business, creative) and genres (essays, speeches, drama, poetry, short stories) of writing. The literature component includes many short literary selections chosen as appropriate samples of the writer's craft and articles about writing by writers.

This course may be taken concurrently with ENG0A-A or subsequent to it.

Prerequisite: at least one advanced level Senior English course

Text: Larock, M. H.; Tressler, J. C.; and Lewis, C. E. *The McGraw-Hill Handbook of English*. 3rd Canadian ed. Toronto: McGraw-Hill Ryerson, 1979.

Studies in Literature
Course code: ELI0A-A

OAC

1 credit

This course will be available in November 1986.

This course focuses on an in-depth study of literature. It will be of value if you have a special interest in literature and plan to continue your studies in the humanities area. The language study component is designed to improve your writing skills, examine the techniques of good usage, structure, and style, and explore the craft of language in the literary selections studied. The literature component contains a balanced selection of prose, poetry, and drama from various literary periods and is organized around certain archetypal patterns and themes so that you may become aware of the continuity and structural framework of literature.

You may take this course concurrently with ENG0A-A and/or EWC0A-A if you have already taken ENG0A-A.

Prerequisite: at least one advanced level Senior English course

Text: Larock, M. H.; Tressler, J. C.; and Lewis, C. E. *The McGraw-Hill Handbook of English*. 3rd Canadian ed. Toronto: McGraw-Hill Ryerson, 1979.

If you have some background in French studies, you may request a self-correcting test, requiring approximately twenty minutes to complete, to determine whether you should enroll in the Grade 9 or Grade 10 course.

A second test to determine whether the Grade 11 or Grade 12 course should be selected is also available, on request, if you have completed several courses in French but have not studied the language for some time.

Advanced Level Courses

French

Course code: FSF1A-A

Grade 9	1 credit
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Little or no knowledge of French is required for this course; it has been specifically designed for private study. Topics include: oral practice (by means of records); language analysis and writing practice; and reading of short passages.

A feature of the course is the series of long-playing records which will ensure that you have correct pronunciation and plenty of examples of the living language so that you can develop a feeling for its sound and flow.

Recommended background: This course can be attempted by beginners or by students with some (largely informal) knowledge of French.

Text: Kenney, M.; Burville, V.; Hickox, B.; Hill, J.; and Potter, C. *Passeport français*. Books 1 and 2.

Equipment: You must have access to a record player. If you have access to a cassette tape player, see the description for FSF1A-B.

French

Course code: FSF1A-B

Grade 9	1 credit
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French FSF1A-B is identical in content to FSF1A-A with one difference: the audio portion is presented on a cassette rather than on records. To do FSF1A-B, you must have access to a cassette tape player.

French

Course code: FSF2A-A

Grade 10	1 credit
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As a continuation of French FSF1A, this course emphasizes the acquisition of increased skill in speaking, understanding, reading, and writing everyday modern French. In addition to increasing your word power, you

will deal with present and immediate future verb tenses and pronouns as subject and object. Topics include: oral practice (by means of records); language analysis; writing practice, including some grammar topics; and reading of medium length passages.

Recommended background:

FSF1A-A or FSF1A-B or the equivalent

Text: Kenney, M.; Burville, V.; Hickox, B.; Hill, J.; and Potter, C. *Passeport français*. Books 3 and 4.

Equipment: You must have access to a record player. If you have access to a cassette tape player, see the description of FSF2A-B.

French

Course code: FSF2A-B

Grade 10	1 credit
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FSF2A-B is identical to FSF2A-A, with one difference: the oral work is presented by means of a cassette rather than records. To do FSF2A-B, you must have access to a cassette tape player.

French

Course code: FSF3A-B

Grade 11	1 credit
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This first Senior course emphasizes the importance of dialogue with your teacher. In addition to new vocabulary related to daily life situations, this course introduces the past tense, negative expressions, and the comparative and superlative of adjectives and adverbs. Topics include: oral practice through cassettes; writing medium-length passages; reading short stories; and language study.

Recommended background:

FSF2A-A or FSF2A-B or the equivalent

Texts: Howlett, F. G., and Paton, J. A. *Point de départ*.

Kenney, M.; Burville, V.; Hickox, B.; Hill, J.; and Potter, C. *Passeport français*. Books 5 and 6.

Equipment: You must have access to a cassette tape player.

French

Course code: FSF4A-B

Grade 12	1 credit
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This Grade 12 course includes dictation and comprehension exercises on cassettes and a great deal of supplementary reading practice. Most of the instructions and explanations are given in French. You will learn the future, conditional, and *passé simple* tenses, the present and past subjunctive, and demonstrative pronouns. Topics include: oral and written practice; language study; French and Quebec culture; and dictation and comprehension practice tests on cassettes.

Recommended background:

FSF3A-B or the equivalent

Texts: Euler, G. D., and Kenney, M. *Histoires de nos jours*.

_____. *Un bel avenir*.
Kenney, M.; Burville, V.; Hickox, B.; Hill, J.; and Potter, C. *Passeport français*. Books 7 and 8.

Equipment: You must have access to a cassette tape player.

French
Course code: FSF5A-A

Grade 13 1 credit

In this course you will study the works of Francophone authors and be challenged to think and express ideas in French. Grammar, expanded from previous courses, includes the subjunctive, forms and uses of pronouns, articles, and negatives. Topics include: language and vocabulary study from literary texts; translation skill development; and use of grammar topics to enhance writing skills. You will deal with translation problems and idiomatic usage. In the study of short stories and a modern play, the focus is on plot, style, characterization, and setting.

Recommended background:
FSF4A-B or the equivalent

Texts: Gélinas, G. *Hier les enfants dansaient*. Ottawa: Éditions Leméac, 1968.
Jeanneret, F. C. A.; Hislop, E. E.; and Lake, M. H. *Cours moyen de français, Part II*. Toronto: Clarke Irwin, 1968. (Available from Poly-Education Bookstore, Ottawa)
Maupassant, Guy de. *Contes choisis de Guy de Maupassant*. Toronto: Clarke Irwin, 1967. (Available from Irwin Publishing)

French Literature
Course code: FSL5A-C

Grade 13 1 credit

For this course you will be required to write substantial essays on general literary topics. The course will help you to increase your ability in reading and writing French and to develop a writing style for discussing literary topics. It will also introduce you to works of French literature known throughout the world. Two plays and a novel are studied not only from the point of view of language and vocabulary but also to help you develop critical literary appreciation.

You may take FSF5A-A and FSL5A-C concurrently.

Recommended background:
FSF4A-B or the equivalent

Texts: Carlut, C., and Meiden, W. *French for Oral and Written Review*. Toronto: Holt, Rinehart and Winston, 1983.
Molière, J. *Le bourgeois gentilhomme*. Paris: Éditions Bordas, 1977.
Molière, J. *Tartuffe*. Paris: Éditions Bordas, 1969.
Roy, G. *Rue Deschambault*. Montréal: Éditions internationales Alain Stanké, 1980.

Geography

Basic Level Courses

Basic level courses in geography are designed for students who wish one or more of the following:

- to learn to locate and use information from maps, charts, graphs, and photographs;
- to develop geography skills useful in everyday living;
- to improve reading, writing, and listening skills;
- to learn more about world and Canadian geography.

Geography – Canada (Part 1)

Course code: GCA2B–M

Grade 10	1/2 credit
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Study geography with the characters of an imaginary family. Learn interesting facts about Canada. Discover how to get information from maps, charts, graphs, and photographs. Improve your reading, writing, and listening skills.

Audio tapes are included to help you with your lessons and assignments.

Recommended background: none

Text: none

Equipment: You must have access to a cassette tape player.

Geography – Canada (Part 2)

Course code: GCA2B–P

Grade 10	1/2 credit
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In this ten-lesson course you will continue to learn more interesting facts about Canadian geography.

Required background: GCA2B–M

Text: none

Equipment: You must have access to a cassette tape player.

Advanced Level Courses

Advanced level courses in geography are designed for students who wish one or more of the following:

- to proceed to Ontario Academic Courses and/or university courses in geography;
- to develop skills that will enable them to become capable, independent learners, thinkers, and evaluators;
- to undertake the tasks of a disciplined and rigorous approach to the study of geography.

Geography – Europe and Asia

Course code: GEA1A–A

Grade 9

1 credit

Geography is the science of the earth's surface and its inhabitants. In this course you will study the resources of the earth and their use by society – in brief, you will examine our relationship to the environment.

You will start with Eurasia – the land mass of Europe and Asia and the home of three-quarters of the world's population. You will learn how Asian countries developed industrial technology and adopted Western ways, while trying to preserve their own. A number of European countries are examined, with special attention to the U.S.S.R. which stretches into both Europe and Asia. Using history, sociology, economics, and religion, as well as geology and the study of climate, this course explains problems that may seem remote to many Canadians.

Colourful maps, illustrations, and case studies contribute to the basic texts. You are also encouraged to use information from newspapers, magazines, and other media.

Recommended background: none

Texts: *The Canadian Oxford School Atlas*. 3rd ed.

Clee, D. A., and Hildebrand, W.
Through Europe and Asia.

Geography – Canada

Course code: GCA2A–B

Grade 10

1 credit

This course will take you on a tour of Canada from the privacy of your study or worktable. You need no first-hand knowledge of the country, beyond that part of it in which you now live.

The first part of the course introduces the physical landscape of Canada, through its mountains and oceans, mines and farms, cities and villages. With this background, the settlement and economic development of the country can be better understood and put in perspective.

There are opportunities for you to research topics of your choice and to conduct geographical projects in your own neighbourhood.

Recommended background: none

Texts: *The Canadian Oxford School Atlas*. 4th ed.

Tomkins, M. T.; Rout, V.; Vincent, C.; Walker, D.; and Last, V. *Canada: The Land and Its People*.

Geography – Physical

Course code: GPH3A–A

Grade 11	1 credit
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Since people live in both natural and artificial environments, it is important to understand how each environment functions separately and how the two interact. The emphasis in this course is on physical geography, and the development of basic skills such as using the atlas and interpreting topographic maps, weather maps, and charts. By studying topics such as the atmosphere and weather, world climates, glaciation, the earth's structure, and geologic time, this course shows the correlation of the two environments.

As background for this course you should have a basic knowledge of human and physical geography.

Recommended background: one course in secondary-school geography

Texts: *The Canadian Oxford School Atlas*. 4th ed.

Inch, R. S., and Stone, W. G. *The Physical Environment*.

Geography – Regional

Course code: GRE4A–A

Grade 12	1 credit
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The purpose of this course is to study the correlation of human and physical geography with the development of selected areas of the world. Topics include: world population patterns; industrialization; and urbanization. Some of the areas studied are the United States, South America, Asia, Siberia, China, Israel, the Rhine Basin, and Japan.

As background for this course you must have a fundamental knowledge of physical and human geography.

Recommended background: one course in secondary-school geography

Text: none

Geography – Canada

Course code: GCA5A–B

Grade 13	1 credit
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Canada's unique geography contributes greatly to its identity as a country of distinct regions united by common national goals. Our geographical diversity is studied under six general headings: northern location, multi-ethnic population, rapid rate of urbanization, high level of technological development, regionalism, and relation to the outside world.

Resource materials include books or readings, a geography skills booklet, photos, and topographic and other maps.

Recommended background: a good grounding in physical and human geography provided by a course such as GPH3A–A

Text: Quentin, S., advisory ed. *The Canadian Oxford School Atlas*. 4th ed. Don Mills: Oxford University Press (Canada), 1977.

History and Contemporary Studies

History

History is the study of change and of how the past is related to the present and future. History courses try to lead you to a better understanding of the lives, ideas, and experiences of people from the earliest times to the present.

Basic Level Courses

Basic level courses in history are designed for students who wish one or more of the following:

- to learn about ideas, problems, events, and people in our history;
- to find out how the past affects our lives today;
- to develop skills useful in everyday living;
- to develop reading, writing, and listening skills.

Contemporary Canada: Life in the Twentieth Century
Course code: HCC2B-M

Grade 10	1/2 credit
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This course will be available in May 1987.

Ideas, problems, events, and people in twentieth-century Canada are examined. You will learn skills which

will help you in everyday living and complete interesting assignments, including crossword puzzles, quizzes, and map study. Audio tapes are included, to help you with your lessons and assignments.

Recommended background: none

Text: none

Equipment: You must have access to a cassette tape player.

Contemporary Canada: Life in the Twentieth Century
Course code: HCC2B-P

Grade 10	1/2 credit
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This course will be available in May 1987.

In this ten-lesson course you will continue your study of Canadian history.

Recommended background:
HCC2B-M

Text: none

Equipment: You must have access to a cassette tape player.

General Level Courses

General level courses in history are designed for students who wish one or more of the following:

- to develop an understanding of ideas, issues, events, and personalities in our history;

- to learn to deal with the issues of today's world;
- to develop skills in communicating and problem solving;
- to learn to participate fully in Canadian democracy.

Contemporary Canada: Life in the Twentieth Century

Course code: HCC2G -A

Grade 10	1 credit
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This course will be available in November 1986.

This course will help you to develop an understanding of the ideas, issues, events, and personalities that have shaped twentieth-century Canada. You will also have the opportunity to develop skills that are helpful in dealing with the issues of today's world.

Topics include: government and law; English-French relationships; Canada and the rest of the world; the two world wars; and Canada today.

Recommended background: none

Text: Kirbyson, R. C.; Bain, C. M.; Dreyer, P.; McCutcheon, K.; and Skesch, A. *Discovering Canada: Shaping an Identity*.

Advanced Level Courses

Advanced level courses in history are designed for students who wish one or more of the following:

- to proceed to Grade 13 or Ontario Academic Courses and/or university courses in the humanities and social sciences;

- to develop skills that will enable them to become capable, independent learners, thinkers, and evaluators;
- to undertake the tasks of a disciplined and rigorous approach to historical study.

Canada's Multicultural Heritage

Course code: HCM1A-A

Grade 9	1 credit
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The Native peoples and the various nationalities that immigrated to Canada each had a particular way of life which survived or evolved into what is now part of our Canadian culture. It is the study of these groups, their roots, and their place in Canadian life that is the focus of this course.

The emphasis is on the three founding peoples - Native, French, and British - and a representative cross-section of minority cultures. The story of immigration is in many ways the history of Canada, so it forms an important aspect of the course. You will develop an awareness of why Canada enjoys such a rich and diversified cultural background and gain a better understanding of your fellow Canadians.

Recommended background: none

Text: Sheffe, N. *Many Cultures, Many Heritages*.

Contemporary Canada: Life in the Twentieth Century

Course code: HCC2A-A

Grade 10	1 credit
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This course will be available until May 1987, when it will be replaced by HCC2A-B.

Designed to start you thinking in terms of historical concerns, this course ties Canada's history to contemporary issues: the economy and the relation of government and free enterprise; our political process in operation; problems of Canadian unity, regionalism, and separatism; the ever-elusive "Canadian identity"; Canada in the world, under Britain and later with increasing independence; and the future of our foreign policy. Five lessons deal entirely with Canadian-U.S. relations.

The course offers you the opportunity to learn about the rights and responsibilities of citizenship. Specific historical skills taught include the analysis of fact versus opinion and the ability to write research papers.

Recommended background: none

Text: Kirbyson, R. C. *In Search of Canada*. Vol. 2.

Contemporary Canada: Life in the Twentieth Century
Course code: HCC2A-B

Grade 10 1 credit

This course will be available in May 1987, when it will replace HCC2A-A.

This course will help you understand the theoretical framework of the important ideas, issues, and events in twentieth-century Canada. It is based on four topics: citizenship, English-French relations, Canadian-American relations, and international relations. While the emphasis is on contemporary concerns, historical and future-oriented issues are explored, particularly as they relate to present-day Canadian problems and concerns.

Recommended background: none

Text: none

The Legacy of the Ancient and Medieval World
Course code: HAM3A-A

Grade 11 1 credit

The first ten lessons of this course illuminate the rise of the ancient world, from the flowering of civilization in the great river-valley cultures of Asia and Africa to the grandeur of imperial Rome.

In the next ten lessons, you will trace the development of medieval society, the influence of the church, and the invasions of Islam. The course concludes with the study of the Renaissance, church reformation, and the rise of the modern nation state.

Recommended background: none

Texts: Ricker, J., and Saywell, J. *The Emergence of Europe*.
_____. *Renaissance and Reformation*.

The Origins of the Modern World
Course code: HWO4A-A

Grade 12 1 credit

Through a survey of significant events of world history from the seventeenth century to the present, this course provides an understanding of the background and significance of major events, ideas, and personalities of the modern era.

Topics include: the French Revolution; the rise of nationalism; the emergence of communism; the origins and results of the First World War; the Great Depression; Nazi Germany; the Second World War; the Cold War; the Chinese Revolution; and the rise of

the Third World. Famous individuals studied include Napoleon, Marx, Bismarck, Hitler, Franklin Roosevelt, Mao, and Churchill.

Recommended background: one course in secondary-school history

Texts: Trueman, J.; Schaffter, H. J. P.; Stewart, R. J.; and Hunter, T. M. *Modern Perspectives*. Rev. ed. Granatstein, J. L. *The Führer: Adolf Hitler, Master of Germany*.

History – Canada
(Canada in North America)
Course code: HCA5A–A

Grade 13	1 credit
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This course will be available until May 1987, when it will be replaced by OAC courses.

The question of meaning in history is explored throughout this course in Canadian history. The course concludes with a self-directed research project. Themes include: the early French and British contact with the Native peoples; colonial life; origins of nationalism and Confederation; the question of conscription; the agony of the Depression; the growing autonomy of Canada; the threat and attraction of foreign investment; and Canada as a world power. The course offers you the opportunity to learn historical skills in preparation for postsecondary education.

Recommended background: one Grade 11 or Grade 12 English or history course or the equivalent

Text: Herstein, H. H.; Hughes, L. J.; and Kirbyson, R. C. *Challenge and Survival*. Toronto: Prentice Hall, 1970.

History: United States
Course code: HUS5A–A

Grade 13	1 credit
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This course will be available until May 1987, when it will be replaced by OAC courses.

“In the field of world policy I would dedicate this nation to the policy of the good neighbor.”
– Franklin Delano Roosevelt, 1933

Since our neighbour, the United States, has a profound influence on all aspects of Canadian life, it is important for us to know its people so that we may better understand their actions and motives. In this course, you will study the evolution of the United States from colonial times through the revolutionary and nation-building years, from the Civil War through the eras of reconstruction and industrialization to its present status as a world power and economic giant. You will develop your reading, writing, and research skills in this course. It concludes with a research and essay project based on a topic of special interest which you select from American history or the field of Canadian-U.S. relations.

Recommended background: one Grade 11 or Grade 12 English or history course or the equivalent

Text: McNaught, K. W.; Ricker, J. C.; and Saywell, J. T. *Manifest Destiny: A Short History of the United States*. Rev. ed. Toronto: Clarke Irwin, 1980. (Available from Irwin Publishing)

Ontario Academic Courses

History: Modern Western Civilization **Course code: HIW0A-A**

OAC	1 credit
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This course will be available in November 1986.

This course focuses on some major ideas about human beings and their world, as well as on the individuals who have made important contributions to the development of knowledge and of institutions in the Western world during the last three centuries. You will be given the opportunity to develop ideas and skills to help you understand and contribute to the issues, values, and ideas that shape your community.

Prerequisite: at least one advanced level Senior social science credit

Text: none

History: Canada in a North American Perspective **Course code: HCN0A-A**

OAC	1 credit
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This course will be available in May 1987, when it will replace HCA5A-A.

To increase your understanding and appreciation of North American civilization, the experiences of Canada and the United States are explored within their North American context, revealing both similarities and differences. You will be given opportunities to understand and debate the ideas that have shaped North American history, and to develop the skills

that will enable you to become an effective and self-disciplined learner, thinker, and evaluator.

Prerequisite: at least one advanced level Senior social science credit

Text: none

Contemporary Studies

The contemporary studies program is concerned with present-day affairs, in particular the structure and operation of social institutions and the motivating forces behind individual and collective behaviour.

- **Family Studies** focuses on the importance of the individual and the family in today's society.
- **Career Development and Life Planning** helps students learn about themselves and decide which occupations best suit their needs.
- **Peoples of Native Ancestry** helps students understand the history, culture, contributions, and needs of Canadian Native peoples.
- **Society: Challenge and Change (Man in Society)** examines conflict, co-operation, tolerance, and change in the development of the individual as part of society.
- **Economics** provides an introduction to the workings of the Canadian and world economies.

General Level Courses

General level courses in contemporary studies are designed for students who wish one or more of the following:

- to develop a wide range of skills that are useful in everyday life;
- to focus on the individual in relationship to his or her family, friends, community, nation, and the world.

Family Studies

Family Studies

Course code: NFS2G –A

Grade 10

1 credit

This course focuses on the importance of the individual and the family in today's society.

The course will allow you to look at your personal views on the family and will assist you in making important decisions about family topics such as: the changing Canadian family; the family life cycle; decision making in the area of sexual behaviour; the individual and his or her self-concept; love relationships; marriage; having children; and the future and the family.

People of all ages will find this course relevant.

Recommended background: none

Text: none

Career Development and Life Planning

Guidance – Career Education (Career Development and Life Planning)

Course code: NGD3G –A

Grade 11

1 credit

This course has the potential of transforming your whole life. It will help you learn more about yourself, decide which occupation might suit your particular needs and talents, find out what career opportunities are available to you, and learn such job-search skills as writing résumés, applying for work, and dealing successfully with interviews.

Students are asked to do some soul searching, reading, and research and to submit written assignments, questionnaires, and surveys.

Recommended background: Grade 11 English reading and writing skills

Text: none

Peoples of Native Ancestry

Peoples of Native Ancestry

Course code: NNA3G –M

Grade 11

½ credit

Canada's Native peoples have played a major role in this country's past and they remain an important part of its social and cultural fabric. Today, Canadians are developing an interest in, and appreciation of, Native culture, contributions, and heritage.

This course will help you to become more knowledgeable about the history of Native peoples in Canada and

thus more appreciative of the needs of Native Canadians within our common destiny.

Recommended background: Grade 10 English or the equivalent

Text: Santor, Donald M. *Canada's Native People*.

Society: Challenge and Change

Man in Society

Course code: NSO4G -A

Grade 12 1 credit

Introducing the student to a particular way of looking at the human experience, this course explores how people see themselves, how people see others, and how people adjust to these perceptions. Through basic concepts of sociology, lessons examine the nature of men and women as social beings, their cultures, and their institutions. The course also deals with reasons for alienation, the aspects of a good society, and the ways in which the individual can adapt to society's demands.

Recommended background: Grade 10 English or the equivalent

Text: Rogers, D. P., and Sheffe, N. *Dimensions of Man*.

Economics

Economics

Course code: NEC4G -A

Grade 12 1 credit

It's time to stop being intimidated by the "science" of economics. This elementary course centres on what is happening in the Canadian economy, applies that perspective to the rest of the world (including the developing countries), and examines the various forms of economic organization: traditional, socialist, fascist, communist, and capitalist. Topics include: the banking system; trade; labour; the welfare system; taxation policies; and foreign ownership.

Recommended background: Grade 10 English or the equivalent

Texts: Macdonald, A. H. *Readings in the World of Economics*.
Trimble, W. *Understanding the Canadian Economy*. Rev. ed.

Advanced Level Courses

Advanced level courses in contemporary studies are designed for students who wish one or more of the following:

- to proceed to Grade 13 or Ontario Academic Courses and/or university courses in the humanities and social sciences;
- to develop the skills that will enable them to become capable, independent learners, thinkers, and evaluators;
- to acquire the knowledge and skills in a specific subject area of contemporary studies that will enable them to analyse information and develop reasoned perspectives and informed opinions regarding contemporary events and issues.

Family Studies

Canadian Family in Perspective **Course code: NFP5A–A**

Grade 13

1 credit

This course should broaden your perspectives about family life in general and the Canadian family in particular. Within the framework of human needs, the various lessons examine the following topics: the institution of marriage and its demands and rewards; raising a family, including the roles of parents and children and the demands of old age; family crises, including divorce, unemployment, and alcoholism; and the family of the future.

You are asked to assess the views expressed in readings by psychologists, sociologists, philosophers, poets, and novelists.

Recommended background: one Grade 11 or Grade 12 English course

Text: none

Economics

Economic Reasoning

Course code: NER5A-A

Grade 13

1 credit

This course will be available until May 1987, when it will be replaced by NER0A-A.

This course requires that you develop skills of economic reasoning and analysis in order to better understand future economic events. You will read various sources, examine statistics from tables, charts, or graphs, and use the information to look at a present economic situation. Then, you will be asked to take a stand and defend a reasoned position, supporting or criticizing, suggesting alternatives, or even presenting long-range plans for change.

The course avoids as much as possible pure economic theory and concludes with an economic research project.

Recommended background: Grade 12 economics or history or English

Text: Macdonald, H. H.; Silk, L. S.; and Saunders, P. *The World of Economics*. Rev. ed. Toronto: McGraw-Hill Ryerson, 1979.

Ontario Academic Courses

Economics

Economics

Course code: NER0A-A

OAC

1 credit

This course will be available in May 1987, when it will replace NER5A-A.

A knowledge of economics is essential for sound decision making. This course in economic reasoning will help you develop the knowledge and skills needed throughout life to make informed decisions and reasoned judgments about important economic questions facing your country, your society, and yourself. You will be able to understand, interpret, and discuss knowledgeably the current economic events, issues, and theories that influence not only your province and your fellow Canadians, but also Canada's relations with the rest of the world.

Prerequisite: at least one advanced level Senior credit in business studies or contemporary studies

Text: none

Latin

A study supplement is sent with the first lessons of LCL3A–A, LCL4A–A, and LCL5A–A. This will be valuable to you if you studied Latin some years ago and need a review of technical language terms and language structure before proceeding, or if you have taken Latin courses based on a different approach, such as the Cambridge Series or *Lingua Latina*. Self-scoring practice exercises are included.

Advanced Level Courses

Latin

Course code: LCL2A–A

Grade 10	1 credit
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Why learn Latin? First, because being able to read Latin will open to you the world of some of the greatest writers who ever lived, including Virgil, Horace, Catullus, and Ovid. Second, Latin was the foundation of the “romance” languages: Italian, French, Spanish, Portuguese, and Romanian. Third, about 60 per cent of the English language is based on Latin roots.

This first course in Latin uses a modern approach to the teaching of Latin and introduces you to the culture and civilization of ancient Rome. A cassette is available on request to aid in pronunciation. Topics include: language study (using the first nineteen

chapters of the text); some English-to-Latin translation; Roman life and culture; and the role of Latin in English, French, and other languages.

Recommended background: none

Text: Breslove, D.; Hambly, M. S.; and Hooper, A. G. *Latin for Canadian Schools: A New Approach*.

Latin

Course code: LCL3A–A

Grade 11	1 credit
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“He lives doubly who also enjoys the past.”

– Marcus Martial

This course continues the work begun in LCL2A–A and should improve your reading and writing skills. There is some English-to-Latin translation, as well as a study of the civilization and culture of classical times, including famous legends. It is a useful course if you need a general review or if you have studied courses using a different approach (such as the Cambridge Series and *Lingua Latina*). Topics include reading, writing, and a study of Roman life.

Recommended background:
LCL2A–A or the equivalent

Text: Breslove, D.; Hambly, M. S.; and Hooper, A. G. *Latin for Canadian Schools: A New Approach*.

Latin**Course code: LCL4A-A****Grade 12****1 credit**

This Senior course will deepen your knowledge of Roman civilization and the language of the ancient Mediterranean world. Ease of reading and understanding of story content will improve. Also, you will find that you use English words more effectively by understanding their Latin origins. There is an introduction to Latin poetry, more about Latin syntax and inflections, and the life, customs, and history of ancient Rome.

Recommended background:

LCL3A-A or the equivalent

Text: Breslove, D.; Hambly, M. S.; and Hooper, A. G. *Latin for Canadian Schools: A New Approach*.

Latin**Course code: LCL5A-A****Grade 13****1 credit**

This course is for you if you have a background in Latin prose and can read Latin with some ease. It will build upon your skills and introduce additional word forms and language structure. This should aid in the understanding of passages from classical prose writers and poets. More sophisticated language structures, including the subjunctive, indirect discourse, and the gerund, gerundive, and passive periphrastic, are introduced. Emphasis is on technique and style in Latin prose and poetry. Course content includes language study, prose and poetry readings, and study of the Latin heritage.

You should also find that your English-language skills and vocabulary will improve as a result of this course.

Recommended background: Latin LCL4A-A or the equivalent

Texts: Breslove, D.; Hambly, M. S.; and Hooper, A. G. *Latin for Canadian Schools: A New Approach*. Toronto: Copp Clark, 1967.
Taylor, B. C., and Prentice, K. E. *Selected Latin Readings*. Toronto: J. M. Dent and Sons, 1960.

Mathematics

Basic Level Courses

Basic level courses in mathematics are designed for students who wish one or more of the following:

- to acquire more understanding, skill, and confidence in arithmetic;
- to acquire more knowledge of how to use arithmetic in everyday life;
- to take courses involving personal investments or business topics, but not algebra or geometry;
- to obtain standing in mathematics up to Grade 12, but not beyond.

Basic level courses are straightforward courses designed for students who have found mathematics difficult in the past.

Note: If you wish to prepare for post-secondary accountancy training you should choose courses from the general level or the advanced level.

Mathematics

(Arithmetic)

Course code: MAT1B–A

Grade 9

1 credit

Here is an opportunity for adult students to “go back to the beginning” in arithmetic. Careful explanations are provided, followed by numerous examples. A practice exercise is given for each topic, and full solutions are

provided, so that you can check your work and correct errors in thinking before beginning the actual assignment. Topics include: the addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals; and the percentage form and its use.

Recommended background: none

Text: none

Mathematics

(Consumer Computations)

Course code: MAT2B–M

Grade 10

½ credit

We all need to know how to manage our money: how to spend wisely to get good value, how to budget and save, how to use banks. This course will help you to set up records and organize a budget. Topics include: types of income; personal cash records; personal banking; day-to-day spending; and communication by mail, telegram, or telex.

Recommended background: a working knowledge of simple arithmetic

Text: none

Mathematics
(Consumer Computations)
Course code: MAT2B-R

Grade 10	½ credit
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This course provides you with additional skills in personal money management. Topics include: calculation and payment of service bills; borrowing money; buying on credit; and making travel arrangements.

Recommended background: a working knowledge of simple arithmetic

Text: none

Mathematics
(Mathematics for Work and Home, Part I)
Course code: MAA2B-M

Grade 10	½ credit
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This course will be available in November 1986.

This is a practical course that will be useful if you have had difficulty in mathematics and wish to improve your skills in mathematics as it relates to everyday situations at home and at work.

The ten-lesson course will teach you how to use mathematics in the following sample situations: getting a job and understanding your pay cheque; keeping a bank account; buying and maintaining a car; calculating the cost of hobbies, vacations, and entertainment; and working full- or part-time.

Your skills will be carefully developed and reinforced in each lesson.

Recommended background: a Grade 9 mathematics course

Text: none

Mathematics
(Mathematics for Work and Home, Part II)
Course code: MAA2B-P

Grade 10	½ credit
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This course will be available in May 1987.

This ten-lesson course is a continuation of MAA2B-M. It will give you an additional one-half credit in Grade 10 basic mathematics.

The course emphasizes the practical aspects of mathematics and how to use mathematics in day-to-day situations. Topics include: renting or buying a home; maintaining and repairing a home; planning a garden; planning a weekend; reading the sports pages; and calculating your fitness level.

Recommended background: MAA2B-M

Text: none

Mathematics of Investment
(Investment Computations)
Course code: MTI3B-M

Grade 11	½ credit
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Here is an opportunity to find out how money earns money. Topics include: a review of arithmetic; investments at banks and trust companies; the buying and selling of stocks and bonds; and the purchase of life insurance and pension plans.

Recommended background: one mathematics course beyond elementary school

Text: none

Mathematics
(Business Computations)
Course code: MAT3B-M

Grade 11 ½ credit

Despite its name, this ten-lesson course is not intended only for people in the business world. It is also of interest and help to those trying to cope with ordinary day-to-day business transactions. It deals mainly with the trading of goods, from the wholesaler, to the retailer, to the consumer. Topics include: mark-up profit; trade discounts; cash discounts; and reductions in prices.

Recommended background: one mathematics course beyond elementary school

Text: none

Mathematics of Investment
(Investment Computations)
Course code: MTI4B-M

Grade 12 ½ credit

This course focuses on long-term financial undertakings, particularly home ownership. Topics include: a review of arithmetic; compound interest; annuities; mortgages; home insurance; municipal taxation; and statements of adjustment.

Recommended background: one mathematics course beyond elementary school

Text: none

Mathematics
(Business Computations)
Course code: MAT4B-M

Grade 12 ½ credit

This course traces goods from the time they are manufactured or imported into Canada until they are purchased by the consumer, with some emphasis placed on taxation by all levels of government. The course provides useful information for those employed in the business world as well as for those who have a general interest in the subject. Topics include: a review of arithmetic; excise tax; excise duty; sales tax; import duties; foreign exchange; and payroll calculation.

Recommended background: one mathematics course beyond elementary school

Text: none

General Level Courses

General level courses in mathematics are designed for students who wish one or more of the following:

- to acquire the practical mathematical skills necessary for business applications, apprenticeship, and/or enrolment in a college of applied arts and technology;
- to take courses which are less demanding than advanced level courses.

Mathematics

Course code: MAT1G –A

Grade 9	1 credit
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This course provides opportunities for you to improve many mathematical and related skills; to review basic mathematical concepts; to prepare for further mathematics courses at the general level; and to gain confidence, as well as take enjoyment, in the subject. Topics include: problem solving; decimals; metric conversion; functions; ratio and proportion; percentages; integers; introduction to geometry; introduction to algebra; and statistics.

Recommended background: none

Text: none

Mathematics

Course code: MAT2G –A

Grade 10	1 credit
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This course is designed to further develop the mathematical concepts covered in MAT1G –A, using practical applications to reinforce the concepts. Topics include: techniques for representing and interpreting data; graphing and analysing linear relationships; ratio and proportion; variation; vectors; trigonometry; and properties of the circle.

Recommended background:
MAT1G –A

Text: none

Mathematics – Applications 1

Course code: MTA3G –A

Grade 11	1 credit
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Because many adults wish to resume the study of mathematics with Grade 11 work, this course begins with a review of topics normally dealt with in earlier courses. Topics include: a review of basic algebra; equations; inequalities; graphs; formulas and functions; systems of linear equations; linear inequations; review of the number system and extension to irrationals; the exponential function and its graphical representation; standard form; the development of tables and their use for calculation; and an introduction to investment calculations.

Recommended background:
MAT2G –A or the equivalent

Text: none

Mathematics – Applications 2

Course code: MTA4G –A

Grade 12	1 credit
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This practical course consists of four independent units: statistics and probability; trigonometry; algebra; and mathematics of investment. Topics include: the use of statistics and probability to collect and analyse data and to predict trends using basic arithmetic; the application of trigonometry and vectors to the study of mechanics, construction, navigation, and forces; factoring, quadratic equations, and quadratic relations; sequences and series; and mathematics of investment topics with an in-depth study of interest and annuities.

Recommended background:
MTA3G –A or the equivalent

Text: none

Advanced Level Courses

Advanced level courses in mathematics are designed for students who are strong in mathematics and who wish one or more of the following:

- to prepare for the study of mathematics to the end of secondary school and possibly beyond;
- to take courses that are theoretical rather than practical;
- to take courses that are academically challenging.

Mathematics

Course code: MAT1A–M

Grade 9

½ credit

Many changes have taken place in Ontario mathematics programs since the early 1960s. This ten-lesson course provides you with an opportunity to become acquainted with some of these changes. Topics include: sets and set notation; operations with integers and rationals; number properties; number lines; ordered pairs; graphing linear equalities and inequalities; and an introduction to geometry. The course could be selected for personal interest or for the purpose of acquiring the necessary background to resume studies in, or transfer to, advanced level mathematics. (See also the description for MAT1A–B.)

Recommended background: a knowledge of basic algebra

Text: none

Mathematics

Course code: MAT1A–B

Grade 9

1 credit

This is the first course in the series leading to Senior advanced studies in mathematics (Grade 13 and Ontario Academic Courses). Whereas Mathematics MAT1A–M is a short survey course, this course deals with each new topic in detail, giving you ample opportunity to practise new skills. Topics include: the language of sets; integers and rational numbers; irrational numbers; introduction to algebra; statistics; graphing; geometry; transformations; and a comprehensive review.

Recommended background: a knowledge of arithmetic or MAT1G –A

Text: none

Mathematics

Course code: MAT2A–A

Grade 10

1 credit

Presented in a highly personal style, this course makes use of familiar, everyday happenings to show that math can be fun, as well as stimulating. There are many helpful examples and practice exercises. Topics include: statistics; radicals; polynomials; graphs and relations; variation; linear systems; transformations; deductive geometry; and three-dimensional geometry.

Recommended background: MAT1A–B or MAT1G –A or the equivalent

Text: none

Mathematics – Foundations 1

Course code: MFM3A–B

Grade 11	1 credit
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This is a good re-entry point for you if you have an adequate background in mathematics and wish to proceed to Grade 13 or to an Ontario Academic Course in this subject. If you select this course, you should be prepared for an intensive study of mathematics. Topics include: real numbers and algebra; geometry; analytic geometry; and trigonometry.

Recommended background:

MAT2A–A or MAT2G–A or any Grade 10 mathematics course that includes the study of algebra

Text: none

Mathematics – Foundations 2

Course code: MFM4A–B

Grade 12	1 credit
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Completion of this course will prepare you for Grade 13 mathematics or an Ontario Academic Course in this subject, and you will have gained an appreciation of the overall structure of mathematics and its connecting links. Topics include: graphing; functions (quadratic, exponential, logarithmic, trigonometric); analytic and deductive geometry; and sequences and series.

Recommended background:

MFM3A–B or the equivalent

Text: none

Relations and Functions

Course code: MRF5A–A

Grade 13	1 credit
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This course enlarges on previous work on functions and relations, with emphasis placed on the unifying concept of mapping. Topics include: rotation; classification and properties of functions; sequences and series; compound interest; annuities; instalment buying and consumer credit; trigonometry; definition and discussion of conics; and plane transformations and their application to second-degree relations.

Recommended background:

Grade 12 advanced mathematics or the equivalent

Text: none

Calculus

Course code: MCA5A–A

Grade 13	1 credit
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Calculus is the study of how one variable changes with respect to another. This is a practical course, in which theory has been kept to a minimum. Topics include: derivatives (rules, graphs, applications to practical problems); integration (areas, volumes); polar co-ordinates; and complex numbers.

Recommended background:

Grade 12 mathematics or the equivalent, including an intensive study of algebra and a foundation in co-ordinate geometry and trigonometry. A knowledge of modern mathematics is not required.

Text: Del Grande, J. J., and Duff, G. F. D. *Calculus*. Toronto: Gage Publishing, 1979.

Algebra

Course code: MAL5A-A

Grade 13

1 credit

This challenging course is often taken as a third mathematics credit by students planning to study mathematics or related subjects at university. Topics include: set theory; permutations and combinations; mathematical induction; binomial theorem; probability; vectors; equations of lines and planes; and matrices. Some topics pertain to the social sciences.

Recommended background: Grade 12 advanced mathematics or the equivalent

Text: Coleman, A. J.; Del Grande, J. J.; Duff, G. F. D.; Egsgard, J. C.; and Kirby, B. J. *Algebra*. Toronto: Gage Publishing, 1979.

Mathematics of Investment

Course code: MTI5A-A

Grade 13

1 credit

This relevant and practical course in applied mathematics develops the skills needed to investigate investment principles. Topics include: credit buying; annuities; mortgages; bonds; insurance; and stocks.

Recommended background: Grade 12 mathematics or the equivalent, including an intensive study of algebra. A knowledge of modern mathematics is not required.

Text: none

Ontario Academic Courses

Finite Mathematics

Course code: MFN0A-A

OAC

1 credit

This course will be available in May 1986.

This course is the first in a series of new mathematics courses – the Ontario Academic Courses. Finite Mathematics is designed for those students who require one OAC, other than calculus, as a prerequisite for university courses. This course covers some areas of relations and functions, as well as algebra. Topics include: matrix applications; combinations; the binomial theorem; finite series; and probability.

Prerequisite: Grade 11 advanced mathematics

Text: none

Science

Basic Level Courses

Basic level courses in science are designed for students who wish one or more of the following:

- to improve their job-related skills such as observing, reporting, and summarizing information;
- to understand better current issues in science;
- to become aware of the ways in which science affects their lives.

Science

Course code: SNC1B–M

Grade 9	½ credit
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This course will be available in May 1987.

You will find this course both interesting and practical. It will help you to understand the world around you and to make decisions related to everyday life.

Topics in this ten-lesson course include: your role as a human and how you fit into the scheme of things; the importance of water and the danger of its misuse; foods, drugs, and food additives; the organization of the physical and chemical world; and modern concerns about science and society.

There will be experiments to perform in your home, making use of simple household materials.

Recommended background: none

Text: none

General Level Courses

General level courses in science should focus on the practical aspects of science and its applicability to technology. Science should be perceived as personally useful and beneficial to others.

These courses are designed for students who wish one or more of the following:

- to prepare themselves for employment;
- to pursue further studies in a post-secondary institution such as a college of applied arts and technology.

Biology

Course code: SBI4G–B

Grade 12	1 credit
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Understanding the human body system and the place of that system in the balance of nature are the main concerns of this survey course in biology. You will learn about the structure, life cycles, and interrelationships of life forms ranging from submicroscopic viruses to mammals.

Topics include: viruses; bacteria; algae; fungi; flowering plants; protozoans; flatworms; insects; fishes; amphibians; reptiles; mammals; heredity; human genetics; ecology; pesticides; pollution; population explosion; and space travel.

The course provides the basis for a better understanding of the ecological issues facing society today. It is also a useful preparation for nursing and other careers requiring a general knowledge of life science.

Simple experiments aid in understanding certain topics. Optional dissections of preserved specimens permit further observations.

Recommended background: one course in secondary-school science

Text: Otto, J. H.; Towle, A.; and Madnick, M. E. *Modern Biology*.

Equipment: A biology kit is sent to each student on loan.

Advanced Level Courses

Advanced level courses in science are designed for students who wish one or more of the following:

- to focus on the academic skills required for further studies at university or in certain programs at colleges of applied arts and technology;
- to acquire an understanding of the theoretical principles, practical applications, societal implications, and substantive content of science;
- to develop a high level of problem-solving skills.

Science

Course code: SNC1A-A

Grade 9

1 credit

This is an introductory course in physical science. Whether you plan further studies in physics and chemistry or would simply like a better understanding of the world around you, this course describes for you, in a readable and informative manner, the concepts, methods, and issues of science. Simple experiments are performed, using materials that are easy to obtain.

Topics include: measurement; the structure of matter; solutions and mixtures; chemical reactions; work, energy, and power; pressure; heat; environmental chemistry; and the energy crisis.

Recommended background: none

Text: none

Biology

Course code: SBI2A-A

Grade 10

1 credit

You and all the other living things in the world are the subjects of this introductory course in biological science. You will look at this living world the way the scientist does and perform some simple experiments with easily obtainable materials. This course can be taken for general interest or as background for further studies in biology.

Topics include: cells and their processes; genetics; viruses and bacteria; green plants; nutrition; excretion; reproduction; systems (nervous and chemical control); and ecology.

Recommended background: none

Text: none

Chemistry

Course code: SCH3A–A

Grade 11

1 credit

This course will be available in May 1987, when it will replace SCH4A–B.

The purpose of this course is, among other things, to help you appreciate the importance of chemistry in a wide variety of daily activities, and understand the ways in which chemistry affects your environment. The latter will assist you in making decisions as a responsible citizen.

Topics include: physical and chemical properties; atomic theory; chemical bonding; the behaviour of gases; chemical formulas and equations; chemical calculations; water and solutions; acids and bases; and chemical industries in Canada.

Recommended background: one course in advanced level mathematics with algebra and one advanced level course in physical science, such as SNC1A–A

Text: none

Equipment: Two chemistry kits are sent to you on loan.

Physics

Course code: SPH3A–A

Grade 11

1 credit

This course provides an interesting and relevant study of the fundamental concepts and ideas of physics, from Galileo to atomic radiation. Topics include: waves; light; sound; mechanics; electricity; magnetism; electromagnetism; electronics; and atomic physics. You should select this course if you wish to prepare for Grade 13 or OAC physics or if you wish simply to gain knowledge of a subject that interests you. As background for this course you should have a sound knowledge of arithmetic, graphing, and simple algebra.

Experiments are described and illustrated in the text; you are not required to perform them yourself.

Recommended background: one course in Grade 10 mathematics with algebra and SNC1A–A or the equivalent

Text: none

Chemistry

Course code: SCH4A-B

Grade 12

1 credit

This course will be available until May 1987, when it will be replaced by SCH3A-A.

The nature of elements and compounds, and the reactions they undergo, are the central topics examined in this course. Theories of the structure of atoms and the aggregates of atoms are introduced to you early in the course and are included in subsequent discussions.

Topics include: the states of matter; the language of chemistry; chemical reactions; atomic weights and molecular weights; solutions; the formation of ions; and the periodic classification of elements. Wherever possible, you will study a topic through experimentation, and the result will be used to develop theoretical concepts.

The course provides the necessary background for SCH5A-B.

Recommended background: one course in advanced level mathematics with algebra and SNC1A-A or the equivalent

Text: McBryde, W. A. E., and Graham, R. P. *The Outlines of Chemistry*.

Equipment: Two chemistry kits are sent to you on loan.

Note: A student cannot receive credits in both SCH3A-A and SCH4A-B.

Biology

Course code: SBI5A-A

Grade 13

1 credit

This course is for you if you (a) wish to study life-science courses at university, and/or (b) wish to learn more about the relevance of biology to many current issues, some of which have far-reaching significance in the future of this planet and its inhabitants.

Topics include: biochemistry (the chemistry of cell activity); organic molecules and chemical synthesis; the roles of ADP and ATP; DNA, RNA, and the genetic code; organ systems in plants and animals, including humans; Mendelian genetics; the reproduction and development of organisms; and the study of evolution.

You will be required to perform experiments in some of the lessons.

Recommended background: SCH4A-B or the equivalent

Text: Galbraith, D. I., and Wilson, D. G. *Biological Science: Principles and Patterns of Life*. Toronto: Holt, Rinehart and Winston, 1978.

Equipment: You are required to purchase one kit of equipment and biological specimens. Instructions regarding the purchase of this kit (at an approximate cost of \$21.00) will be included with the first package of lesson materials.

Chemistry

Course code: SCH5A-B

Grade 13

1 credit

This course will be available until May 1987, when it will be replaced by SCH0A-A.

You should choose this course if you plan to continue your study of science in university or a college of applied arts and technology. It expands the concepts studied in introductory chemistry courses such as SCH4A-B, and stresses the use of reason rather than the memorization of facts.

Topics include: atomic structure; solutions; chemical bonding; oxidation-reduction; acids and bases; chemical and nuclear energy; molecular structure; equilibrium; and the transition elements.

Two typical experiments have been selected and modified for you to perform at home. You will need to purchase a simple kit for these. A calculator would be useful in this course.

Recommended background: a knowledge of basic chemistry, as provided in SCH4A-B or the equivalent and a sound knowledge of mathematics, as provided by MFM3A-B or the equivalent

Text: O'Connor, P. R.; Davis, J. E.; Haenisch, E. L.; MacNab, W. K.; and McClellan, A. L. *Chemistry: Experiments and Principles*. Toronto: D. C. Heath, 1977.

Equipment: Students are required to purchase one chemistry kit. Instructions regarding the purchase of this kit (at an approximate cost of \$40.00) will be included with the first package of lesson materials.

Physics

Course code: SPH5A-A

Grade 13

1 credit

This course will be available until November 1986, when it will be replaced by SPH0A-A.

This course stresses the use of reason, not memorization of facts. Topics include: light; wave theory; motion; vectors; Newton's laws of motion; momentum; work; kinetic and potential energy; electrostatics and electric fields; electrical energy and potential; the electromagnetic spectrum; atomic theory; the photo-electric effect; photons; matter waves; and the energy levels of atoms. You will trace the process by which the laws and theories of physics are developed experimentally; you will also see how they are applied to new situations. This is a demanding theoretical course.

Recommended background: an introductory course in physics such as SPH3A-A and a strong background in algebra and geometry

Text: Haber-Schaim, U.; Cross, J. B.; Dodge, J. H.; and Walter, J. A. *PSSC Physics*. 4th ed. Toronto: D. C. Heath, 1976.

Ontario Academic Courses

Chemistry

Course code: SCH0A-A

OAC	1 credit
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This course will be available in May 1987, when it will replace SCH5A-B.

This new OAC is a natural follow-up to the Grade 11 advanced course SCH3A-A. It will attempt to assess rationally the scientific issues faced by Canadian industrialists and citizens as they achieve the proper balance of industrial growth and a safe environment. Chemistry is a study that can debate this balance quite naturally and meaningfully.

In the first five lessons you will review the Grade 11 material. For the balance of the course, you will deal with the following topics: nuclear reactions; energy of reactions; equilibrium; electrochemistry; and organic chemistry. There is a laboratory component to this course that you will do in your home.

Prerequisite: a knowledge of basic chemistry, as provided in SCH3A-A or SCH4A-B and a level of mathematical skills such as those provided by a Grade 11 advanced course

Text: Toon, E. R., and Ellis, G. L. *Foundations of Chemistry*. Toronto: Holt, Reinhart and Winston, 1978.

Equipment: Students are required to purchase one chemistry kit. Instructions regarding the purchase of this

kit (at an approximate cost of \$40.00) will be included with the first package of lesson materials.

Note: A student cannot receive credits in both SCH0A-A and SCH5A-B.

Physics

Course code: SPH0A-A

OAC	1 credit
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This course will be available in November 1986, when it will replace SPH5A-A.

This new OAC is designed to give you the opportunity to handle and understand course content, scientific processes, and problem-solving techniques. Towards the end of the course, you will be exposed to multi-concept problems, which combine concepts from areas such as mechanics, electricity, wave phenomena, and modern physics. The course will also deal with the relevant applications and societal implications of physics.

Prerequisite: an introductory course in physics at the advanced level and a strong background in algebra and geometry

Text: none

Note: A student cannot receive credits in both SPH5A-A and SPH0A-A.

For the time being, technological studies at ILC are offered at the general level only. This level has proven to be the most appropriate to the needs of the students enrolling in the technical courses.

General Level Courses

General level courses in technological studies are designed for students who wish one or more of the following:

- to prepare for direct entry into employment or certain college courses;
- to acquire personal skills;
- to become acquainted with the language and issues of the various fields of technological studies;
- to increase their awareness, appreciation, and enjoyment of the arts;
- to develop an appreciation of the relationship between technological changes and the quality of life.

Drafting – General Course code: TDG2G –B

Grade 10

1 credit

This course introduces you to fundamental drafting procedures and develops your skills in the use of basic drafting equipment and special drawing techniques. Assignments in blueprint reading complement each phase of the course. Metric drawing is also introduced. Topics include: simple and multiview drawings; the theory of shape description; orthographic projection; shop processes; dimensioning; isometric drawing; and sectioning.

Recommended background: none

Text: none

Equipment: You are required to supply your own drafting materials. Instructions regarding the purchase (at an approximate cost of \$50.00) or the rental (at an approximate cost of \$5.00 per month) of a complete kit will be included with the first package of lesson materials. This kit may also be used for TDG3G –M, TDM3G –M, and TDA3G –M.

Drafting – General
Course code: TDG3G–M

Grade 11

½ credit

This course is of a general nature, providing a logical follow-up to TDG2G–B or its equivalent. Topics include: a review of orthographic projection and dimensioning; a review of sectioning; circles in isometric; threads and fasteners; tolerances and allowances; parallel and radial lines; and pictorial drawing.

Recommended background:
TDG2G–B or the equivalent

Text: none

Equipment: You are required to supply your own drafting materials. Instructions regarding the purchase (at an approximate cost of \$50.00) or the rental (at an approximate cost of \$5.00 per month) of a complete kit will be included with the first package of lesson materials.

Drafting – Mechanical
Course code: TDM3G –M

Grade 11

½ credit

This course moves logically from the general approach of TDG3G–M into more specialized mechanical work. Topics include: secondary auxiliary views; cam design; gearing; assembly drawings; graphic illustrations; and die design.

Recommended background:
TDG2G–B or the equivalent and
TDG3G–M or the equivalent

Text: none

Equipment: You are required to supply your own drafting materials. Instructions regarding the purchase (at an approximate cost of \$50.00) or the rental (at an approximate cost of \$5.00 per month) of a complete kit will be included with the first package of lesson materials.

Drafting – Architectural

Course code: TDA3G –M

Grade 11	1/2 credit
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This course will be available in May 1986.

This course moves logically from the general approach of TDG3G –M into more specialized architectural work. Topics include: wood and masonry construction; prefabrication drawings; working drawings; detail working drawings; and architectural design and planning, including computer-assisted design (CAD).

Recommended background:

TDG2G –B or the equivalent and TDG3G –M or the equivalent

Text: Earle, J. H. *Architectural Drafting*.

Equipment: You are required to supply your own drafting materials. Instructions regarding the purchase (at an approximate cost of \$50.00) or the rental (at an approximate cost of \$5.00 per month) of a complete kit will be included with the first package of lesson materials.

Blueprint Reading and Sketching

(Introduction to Blueprint Reading)

Course code: TDB3G –M

Grade 11	1/2 credit
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If you have no previous knowledge of or training in the reading of engineering drawings, select this course. It is designed to develop fundamental skills in reading and interpreting technical drawings as they apply to industry. Topics include: third-angle projections; angular dimensions; scale drawings; tolerances and allowances; and steel specifications and casting designs.

The course consists of ten units of instruction, blueprint-reading assignments, and a final, supervised test.

Recommended background: none

Text: Jensen, C., and Hines, R. *Interpreting Engineering Drawings*.

Blueprint Reading and Sketching

(Intermediate Blueprint Reading)

Course code: TDB3G –R

Grade 11	1/2 credit
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This course is a continuation of Drafting TDB3G –M. It consists of ten units of instruction, blueprint-reading assignments, and a final, supervised test. Topics include: assembly drawings; conventional sectioning methods; metric dimensioning; welding drawings; and geometrical tolerance problems.

Recommended background: TDB3G –M or the equivalent

Text: Jensen, C., and Hines, R. *Interpreting Engineering Drawings*.

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Subject	Grade 9	Grade 10	Grade 11	Grade 12	Grade 13	OAC
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* Courses are listed by page number.

Part VI

Descriptions of Non-credit Adult Basic Education Courses



Part VI

Descriptions of Non-credit Adult Basic Education Courses

Adult Basic Education

Adult Basic Education includes three types of courses: Adult Basic Literacy, English as a Second Language, and Adult Basic English. The first two require that the student have someone to act as volunteer tutor; the third is intended for adults who want to improve their English reading and writing skills.

A volunteer tutor can be anyone interested in helping the student learn to speak or read and write English. To act as a volunteer tutor, a person does not need any special skills. A volunteer tutor is expected to:

- read the course descriptions that follow to the student;
- help the student enrol in the course of his or her choice;
- work through the lessons with the student;
- provide the student with encouragement and practice.

A person interested in becoming a volunteer tutor to someone who wants to learn to read and write should read the section on Adult Basic Literacy on page 91. For information on helping someone who wants to learn to speak English, a potential tutor should read the section on English as a Second Language (page 93).

It should be noted that all the courses listed under Adult Basic Education are non-credit courses. Non-credit courses have the designation “9N” as part of their code. The designation does not mean anything; it simply shows that the courses are non-credit.

Adult Basic Literacy

Adult Basic Literacy is designed specifically for adults who want to learn to read and write and who have someone to act as a volunteer tutor.

The volunteer tutor should read the following course descriptions to the student and help the student enrol in the course of his or her choice.

There are two Adult Basic Literacy courses: Adult Basic Literacy, Part One and Adult Basic Literacy, Part Two. Each course has eight lessons.

Each lesson has two parts: the tutor/student guide and the student book. There is an audio cassette tape for each part. The tutor/student guide and tape provide an introduction to each lesson, as well as suggesting ways for the student and tutor to work together on the lesson. The student book and tape provide the reading material and exercises for the student.

Note: A volunteer tutor is required for these courses.

Adult Basic Literacy, Part One

Course code: ABL9N-1

Non-credit

There are eight lessons in this course. In each lesson, you will be able to develop and practise your writing and reading skills.

In the first four lessons you will find an introduction to reading: What is it? What makes it easy? What makes it hard? As you practise reading in the next four lessons, you will learn more about yourself, about your body, and about staying healthy.

Recommended background: none

Text: none

Equipment: You must have access to a cassette tape player.

Adult Basic Literacy, Part Two

Course code: ABL9N-2

Non-credit

This course will be available in May 1986.

In this course, you will continue to improve your reading and writing skills. You will read about famous people and unusual events. You will also practise skills that you can use in your day-to-day life.

Recommended background: Adult Basic Literacy, Part One

Text: none

Equipment: You must have access to a cassette tape player.



Adult Basic English

These courses were designed for adults who want to improve their reading and writing skills. Each lesson contains interesting short stories for reading, as well as spelling and writing exercises. Students also learn how to use a dictionary.

There are two Adult Basic English courses: Adult Basic English, Part One and Adult Basic English, Part Two. Each course has ten lessons. There is an audio cassette tape with each lesson.

Adult Basic English, Part One

Course code: ABE9N-1

Non-credit

In this first course you will:

- read about famous people and interesting events;
- learn how to write good sentences;
- practise spelling;
- improve your use of English.

The audio cassette tapes will help you work through the lessons.

Recommended background: none

Text: none

Equipment: You must have access to a cassette tape player.

Adult Basic English, Part Two

Course code: ABE9N-2

Non-credit

You may take this course after you have finished Adult Basic English, Part One. In this course you will:

- read short stories and newspaper reports about real people and real events;
- learn skills that are helpful in your day-to-day life, such as filling out application forms;
- learn how to write a paragraph;
- improve your spelling and your use of English;
- learn how to use a dictionary.

The audio cassette tapes will help you work through the lessons.

Recommended background: Adult Basic English, Part One

Text: none

Equipment: You must have access to a cassette tape player.

English as a Second Language

The two English-as-a-Second-Language (ESL) courses are designed for adults who speak little or no English and who have someone to act as a volunteer tutor.

The tutor should read and explain the following course descriptions to the student and help the student enrol in the course of his or her choice.

Both ESL courses use audio cassette tapes and student workbooks. The tutor helps the student work through the lessons and provides the student with conversation practice.

A qualified ESL teacher, appointed by ILC, provides professional instruction. The teacher evaluates the assignments and has regular telephone conversations with the student.

Note: A volunteer tutor is required for these courses

English as a Second Language, Part One

Course code: ESL9N-1

Non-credit

In this course you will learn to:

- say hello to people;
- talk about yourself;
- ask others about themselves;
- take telephone messages;
- ask for directions;

- talk to neighbours about everyday things;
- get repairs done.

Recommended background: none

Text: none

Equipment: You must have access to a cassette tape player.

English as a Second Language, Part Two

Course code: ESL9N-2

Non-credit

This course will be available in November 1986.

This course is a continuation of English as a Second Language, Part One.

In this course you will learn to:

- get to know people;
- make appointments;
- give and understand directions;
- use the telephone;
- start a new job.

Recommended background: English as a Second Language, Part One

Text: none

Equipment: You must have access to a cassette tape player.

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(A) : niveau avancé	(G) : niveau général	(F) : niveau fondamental
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* Les chiffres correspondent aux pages du Guide de l'élève.

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Chimie	1 ^{re} année	1 crédit
Code du cours : SCH3A-0		

Ce cours sera offert à partir de novembre 1987.

Il donne à l'élève à la fois des connaissances théoriques de base en chimie et des connaissances pratiques du monde de la chimie. L'élève découvre les principales substances chimiques et les utilisations variées qu'en fait la société.

En outre, ce cours établit les liens entre la chimie et les autres sciences afin de sensibiliser l'élève au rôle que joue la matière dans le monde qui l'entoure.

Les objectifs de chaque leçon sont liés au développement des trois habiletés suivantes : connaître, comprendre et apprécier.

Préalable recommandé : Un cours de sciences du palier secondaire

Manuel : Aucun

Manuel : Aucun

Le cours permet à l'élève de résoudre des problèmes d'ordre technique et mécanique qui illustrent des principes de physique.

Les leçons sur la lumière comprennent l'étude des miroirs (la réflexion) et des lentilles (la réfraction) et l'analyse du fonctionnement des instruments d'optique. La leçon sur les ondes établit un lien entre l'étude de l'optique et celle de l'acoustique. Le cours approfondit également les notions de force, de mouvement et de dynamique ainsi que les aspects théoriques et pratiques de l'électricité.

L'électronique et les rudiments de la physique moderne, comprenant entre autres la structure atomique et les transformations nucléaires, sont aussi à l'étude.

Préalable recommandé : Un cours de mathématiques de 10^e année et le cours Sciences SNC1A ou l'équivalent

Chimie

Code du cours : SCH4G-0

12^e année 1 crédit

Ce cours donnera à l'élève un aperçu de la place qu'occupent les produits chimiques dans la vie de tous les jours et lui fera saisir les notions de base de la chimie.

Le cours porte sur la composition et la structure de la matière, les changements chimiques, la structure atomique, l'importance de l'observation, les corps simples et les corps composés, les catalyseurs, la valence, les équations chimiques, les acides et les bases. La chimie du carbone comprend l'étude des antibiotiques, des alcaloïdes et de certains médicaments. La chimie des aliments présente la valeur nutritive des aliments et explique le processus chimique de la digestion. Enfin, l'élève étudie les dommages causés par une plus grande utilisation de la chimie industrielle ainsi que les problèmes liés à la pollution de l'air et de l'eau.

Préalable recommandé : Un cours de sciences du palier secondaire

Manuel : Aucun

Matériel : On prête deux trousseaux de chimie à l'élève.

Remarque. – Ce cours ne sera plus offert après mai 1987.

Niveau avancé

Sciences

Code du cours : SNC1A-0

9^e année 1 crédit

Ce cours de sciences physiques porte sur la mesure et l'analyse de la matière. Il examine les changements d'état, la notion d'énergie, l'énergie potentielle d'un ressort, la gravité, l'énergie produite par le mouvement, les leviers, les poulies et la chaleur, en particulier la chaleur massique des métaux. Un chapitre étudie les causes de la crise de l'énergie et examine les sources d'énergie actuelles; il suggère des sources de remplacement et encourage une consommation intelligente de l'énergie au foyer, dans les transports et dans l'industrie. L'analyse des problèmes de notre environnement physique invite l'élève à s'engager personnellement et de façon éclairée dans la lutte contre la pollution sous toutes ses formes.

Préalable recommandé : Aucun

Manuel : Aucun

Des troussees contenant des instru-
ments de laboratoire et des produits
chimiques sont fournies dans certains
cours de sciences afin de permettre à
l'élève de faire les expériences néces-
saires. Les troussees contenant des pro-
duits chimiques ne sont pas expé-
diées hors du Canada, ni aux endroits
desservis uniquement par courrier
aérien.

Niveau général

Biologie

Code du cours : SB13G-0

1 1^e année 1 crédit

Le thème de base de ce cours est la
vie : ses origines, ses caractéristiques
et ses formes variées. L'élève étudie la
structure et les cycles vitaux des orga-
nismes (des virus aux mammifères en
passant par les plantes, les animaux
peu développés, les insectes et les
reptiles), l'hérédité et le rôle des
gènes.

Une section sur l'écologie étudie les
relations des organismes vivants entre
eux et avec leur milieu. Elle aborde la
question des pesticides et de leurs ef-
fets polluants sur la nature. Des don-
nées sur la surpopulation et quelques
problèmes biologiques causés par les
voyages spatiaux sont relevés et dis-
cutés.

Préalable recommandé : Un cours de
sciences du palier secondaire

Manuel : Otto, J. H. et al. *Biologie*
moderne.

Matériel : On prête une trousse de
biologie à l'élève.

Cours préuniversitaires de l'Ontario (CPO)

Les cours préuniversitaires de l'Ontario (CPO) de mathématiques permettent à l'élève :

- de comprendre la nature et les principes des mathématiques;

- d'acquérir les aptitudes nécessaires pour poursuivre l'étude des mathématiques et de disciplines connexes au niveau universitaire;

- d'acquérir les compétences nécessaires pour résoudre des problèmes complexes;

- d'apprendre à communiquer à l'aide du langage et de la notation mathématique;

- de comprendre l'importance du processus de démonstration dans l'étude et l'application des mathématiques.

Mathématiques

Algèbre et géométrie

Code du cours : MAG0A-0

CPO

1 crédit

Le cours sera offert à partir de mai 1987.

Il est destiné aux élèves ayant réussi le cours de mathématiques de 12^e année de niveau avancé, ou son équivalent. Puisque ce cours s'adresse surtout aux élèves qui ont l'intention de faire des études universitaires, il importe que la matière soit étudiée en profondeur et avec rigueur.

Voici quelques-uns des thèmes qui sont à l'étude : les matrices, les transformations, les nombres complexes, les vecteurs, l'espace à deux dimensions et l'espace à trois dimensions.

Ce cours fait appel à l'intuition de l'élève. On passe du concret à l'abstrait, du géométrique à l'analytique. Il prépare le passage du secondaire à l'université.

Préalable recommandé : Un cours de mathématiques de 12^e année de niveau avancé

Manuel : Aucun

Mathématiques des investissements (Mathématiques des affaires) Code du cours : MT15A-0	13 ^e année
Calcul infinitésimal (Mathématiques) Code du cours : MCA5A-0	13 ^e année

Ce cours insiste sur la compréhension des concepts fondamentaux plutôt que sur la connaissance théorique du calcul différentiel.

Les deux premières leçons présentent des notions générales telles que le calcul de l'aire et la notion de la limite d'une suite. Les leçons suivantes introduisent le calcul différentiel

(l'étude des variations infiniment petites des fonctions) et certains problèmes pratiques de physique. L'élève verra ensuite l'intégration et ses applications. Les concepts essentiels tels que la dérivée et la variation d'une fonction sont bien expliqués.

Dans les dernières leçons, l'élève étudie les coordonnées polaires et les nombres complexes.

Prétable recommandé : Mathématiques MFM4A ou l'équivalent

Manuel : Del Grande, J. J. et al. *Calcul différentiel et intégral*. Toronto, Gage Educational Publishing, 1979.

13 ^e année

Dans ce cours pratique, l'élève apprendra à calculer l'intérêt simple et l'intérêt composé, à établir de façon précise la valeur acquise et la valeur réelle d'un investissement, à calculer le prix et le taux de rendement des obligations, à calculer l'amortissement d'une dette, à comparer mathématiquement une rente viagère (prime unique) à une rente temporaire (prime unique) et à calculer la prime unique et la prime annuelle de diverses polices d'assurance. Le cours présente également une étude de l'es-compte et de la vente à tempérament. **Prétable recommandé :** Un cours de mathématiques de 12^e année de niveau avancé ou un cours équivalent qui a porté sur l'algèbre

Manuel : Aucun

Fondements des mathématiques 1
(Mathématiques)
Code du cours : MFMA-0

1 1^{re} année

Dans ce cours, la section sur l'algèbre explique comment effectuer les quatre opérations sur les polynômes, la substitution et la simplification des expressions de produits de binômes et la mise en facteur.

La section sur la géométrie étudie les rapports et les proportions, les propriétés des triangles semblables et les propriétés de leurs aires ainsi que la résolution des systèmes d'équations linéaires.

La section sur la trigonométrie aborde la notion de radian, les angles, les fonctions trigonométriques primaires, les règles du sinus et du cosinus ainsi que les graphiques du sinus, du cosinus et de la tangente.

Préalable recommandé : Mathématiques MAT2A ou un cours équivalent qui a abordé l'étude de l'algèbre

Manuel : Aucun

Fondements des mathématiques 2
(Mathématiques)
Code du cours : MFMA-0

1 2^e année

Au cours des cinq premières leçons, l'élève revoit des notions fondamentales d'algèbre et de géométrie. Le cours approfondit ensuite la résolution des équations quadratiques, des équations linéaires et des équations exponentielles. L'élève étudie les

fonctions logarithmiques et les graphes des fonctions trigonométriques. Plusieurs leçons sont consacrées à l'étude des équations du cercle, de la corde et de la tangente. Le cours se termine par de nombreux exercices sur les suites et les séries arithmétiques et géométriques.

Ce cours constitue une préparation aux divers cours de mathématiques de 13^e année.

Préalable recommandé : Mathématiques MFMA ou l'équivalent

Manuel : Aucun

Relations et fonctions
(Mathématiques)
Code du cours : MRF5A-0

1 13^e année

Au cours des premières leçons, l'élève revoit des notions de mathématiques modernes. Il ou elle approfondit sa connaissance des fonctions suivantes : tangente, sinus, cosinus et la fonction spéciale W . Il ou elle étudie également les coniques tels que le cercle, la parabole, l'ellipse et l'hyperbole; les représentations cartésiennes et leur application aux relations du second degré; et les transformations géométriques. Quelques leçons sont consacrées à l'étude des séquences et des séries, de l'intérêt, de la capitalisation et des annuités.

Préalable recommandé : Un cours de mathématiques de 12^e année de niveau avancé ou l'équivalent

Manuel : Aucun

Niveau avancé

Les cours de niveau avancé s'adressent à l'élève qui désire :

- avoir la formation en mathématiques nécessaire à des études postsecondaires;
- approfondir ses connaissances en mathématiques, par intérêt personnel en suivant des cours plus théoriques.

Mathématiques Code du cours : MAT1A-0

9^e année 1 crédit

Ce cours initie l'élève à des notions de base sur les nombres, l'algèbre et la géométrie.

Dans la section sur les nombres, il étudie l'ensemble des nombres naturels, l'ensemble des nombres rationnels et l'ensemble des nombres réels. Plusieurs exercices sont consacrés aux carrés et aux racines carrées des nombres.

La section sur l'algèbre traite de la variable (dans les équations et les inéquations) et des polynômes (décomposition en facteurs et simplification).

La section sur la géométrie porte sur les relations entre les diverses figures géométriques, leur aire et leur volume ainsi que sur les applications relatives aux droites et à des figures diverses.

Préalable recommandé : Posséder des notions d'arithmétique

Manuel : Aucun

Mathématiques Code du cours : MAT2A-0

10^e année 1 crédit

Ce cours aborde la statistique par l'étude des mesures de tendance centrale : la moyenne, la médiane et le mode. Il comprend aussi l'étude des systèmes linéaires : les propriétés de la droite, la pente d'une droite, les équations linéaires, les graphes des relations linéaires et les résolutions graphiques et algébrique des systèmes linéaires. Le programme de géométrie déductive est composé d'exercices sur les droites, les angles, les triangles, les rectangles, les parallélogrammes et la notion de similitude des figures. Le cours présente aussi la géométrie à trois dimensions et se termine par l'étude de l'aire et du volume.

Préalable recommandé : Mathématiques MAT1A ou l'équivalent

Manuel : Aucun

Mathématiques
Code du cours : MAT2G-0
10^e année 1 crédit

Manuel : Aucun

Préable recommandé : Mathématiques MAT2G ou l'équivalent

Mathématiques. Applications 2
Code du cours : MTA4G-0
12^e année 1 crédit

Ce cours permettra à l'élève d'acquies-
rir une bonne formation générale en
mathématiques.

La section sur la statistique porte sur
la cueillette et l'analyse de données,
les dangers d'une mauvaise interpré-
tation des données, la notion de
moyenne, les mesures de dispersion,
l'écart type et les probabilités. La sec-
tion sur la trigonométrie traite des
rapports et des résolutions du trian-
gle, du rectangle, des lois du sinus et
du cosinus, des vecteurs, des graphi-
ques et des fonctions trigonométri-
ques.

Mathématiques. Applications 1
Code du cours : MTA3G-0
11^e année 1 crédit

Dans ce cours l'élève fera usage de sa
connaissance des fractions, de l'algè-
bre et des équations simples acquises
précédemment.

Ce cours lui offre un exposé simple et
illustré de graphiques et une analyse
de certaines relations linéaires.

L'élève étudie aussi les caractéristi-
ques du triangle, du rectangle et du
cercle ainsi que la surface et le vo-
lume du cylindre, du cône et de la
sphère.

Les applications pratiques portent sur
des objets concrets et des situations
courantes.

Préable recommandé : Mathémati-
ques MAT1G ou l'équivalent

Manuel : Aucun

Mathématiques. Applications 1
Code du cours : MTA3G-0
11^e année 1 crédit

Dans les premières leçons, l'élève re-
verra les notions fondamentales de
l'arithmétique et de l'algèbre. Le
cours introduit par la suite les inéqua-
tions et le système d'équations linéai-
res, les sortes de graphiques (de droi-
tes et d'inéquations), les formules et
fonctions (fonctions linéaires et leurs
résolutions graphiques), l'étude de la
droite dans un plan, la théorie des ex-
posants et celle des radicaux
(opérations de base et simplification
d'expressions avec radicaux). Les der-
nières leçons sont consacrées au
monde des affaires. L'élève apprend à
calculer l'intérêt simple, l'intérêt
composé, la valeur acquise et la va-
leur réelle d'un investissement.

Préable recommandé : Mathémati-
ques MTA3G ou l'équivalent

Manuel : Aucun

Mathématiques des investissements

Code du cours : MT14F-5

12^e année ½ crédit

Ce cours porte sur des situations concrètes. L'étève étudie en détail les annuités et l'intérêt composé. Il ou elle apprendra à déterminer, par des calculs mathématiques, ce qu'est un investissement judicieux. En tenant compte de l'hypothèque et des dépenses courantes (assurances, impôt foncier, entretien), il ou elle pourra également juger si l'achat d'une maison est préférable financièrement à la location d'un appartement.

Préalable recommandé : Un cours de mathématiques du palier secondaire

Manuel : Aucun

Mathématiques commerciales

Code du cours : MAT4F-5

12^e année ½ crédit

Ce cours vise les deux objectifs suivants : permettre à l'étève de réviser ses connaissances en arithmétique et lui permettre de se familiariser avec les transactions commerciales courantes.

Ce cours enseigne l'étève sur un grand nombre de sujets qui intéressent les consommateurs : le coût de production, le prix de vente et la manière de l'établir, les taxes fédérale et provinciale sur les ventes et le taux d'échange. Ce sont tous des facteurs qui influent sur le prix des produits canadiens et importés. Ce cours permet à l'étève de vérifier l'exactitude des déductions faites sur son salaire.

Préalable recommandé : Un cours de mathématiques du palier secondaire

Manuel : Aucun

Niveau général

Les cours de niveau général s'adressent à l'étève qui désire :

- acquérir une bonne formation générale en mathématiques;
- se préparer à un programme d'apprentissage ou de formation professionnelle.

Mathématiques

Code du cours : MAT1G-0

9^e année 1 crédit

Grâce à ce cours, l'étève complète l'apprentissage des notions d'arithmétique déjà acquises et ses premières notions d'algèbre et de géométrie à l'aide de nombreux problèmes pratiques. Il ou elle apprend à additionner et à soustraire des fractions et à calculer des pourcentages. Il étudie également l'intérêt simple et l'intérêt composé. En algèbre, il ou elle s'exerce à faire des additions des soustractions et à résoudre des équations simples. En géométrie, il ou elle apprend à calculer le périmètre, la surface et le volume de figures géométriques. Il ou elle se familiarise aussi avec les principales propriétés du cercle et du triangle.

Préalable recommandé : Aucun

Manuel : Aucun

La dernière leçon est réservée à des problèmes pratiques courants que l'élève devra résoudre à l'aide des connaissances mathématiques acquises durant le cours.

Prétable recommandé : Posséder des notions élémentaires de mathématiques.

Manuel : Aucun

Remarque. – Ce cours ne sera plus offert après mai 1987.

Mathématiques du consommateur

Code de cours : MAT2F-6

10^e année ½ crédit

Ce cours fait suite au cours Mathématiques du consommateur MAT2F-5.

Il vise à donner à l'élève les connaissances mathématiques nécessaires pour prendre des décisions éclairées dans notre société de consommation.

Les explications théoriques sont accompagnées de nombreux exemples et problèmes.

Le cours enseigne l'élève sur des situations concrètes telles que l'évaluation des dépenses occasionnées par un voyage ou par l'achat et l'entretien d'une automobile. Deux leçons examinent à fond toute la question de l'intérêt. Les exercices amènent l'élève à faire ses propres calculs, à établir des comparaisons et à prendre des décisions judicieuses concernant les questions d'argent.

Prétable recommandé : Posséder des notions élémentaires de mathématiques.

Manuel : Aucun

Remarque. – Ce cours ne sera plus offert après mai 1987.

Manuel : Aucun

Mathématiques des investissements

Code du cours : MT13F-5

1^{re} année ½ crédit

Ce cours explore les principales sortes d'investissements : les placements dans une banque à charte ou dans une fiducie de placements, les investissements à la Bourse (achat et vente d'actions) ainsi que l'achat d'obligations. Une large part des explications et des exercices pratiques portent également sur l'assurance-vie et l'épargne-retraite.

L'élève devra se servir de ses connaissances sur les fractions décimales et le pourcentage.

Prétable recommandé : Un cours de mathématiques du palier secondaire

Manuel : Aucun

Mathématiques commerciales

Code du cours : MAT3F-6

1^{re} année ½ crédit

Ce cours vise à améliorer l'habileté en mathématiques des élèves, plus particulièrement dans le calcul du pourcentage et de la fraction décimale. L'élève se familiarise avec les opérations commerciales, mais il ou elle apprend surtout à calculer avec exactitude les profits et les pertes qui paraissent sur un état financier, l'escompte, la marge de bénéfice et le prix de vente. Les problèmes à résoudre sont liés au commerce : la fabrication, la vente en gros et au détail, la mise en marché, la vente à crédit et la vente au rabais.

Prétable recommandé : Un cours de mathématiques du palier secondaire

Les cours de mathématiques sont offerts aux trois niveaux de difficulté : fondamental, général et avancé. L'élève peut se renseigner d'avantage en lisant la courte introduction que présente chacun des niveaux. L'élève doit s'inscrire au cours dont le niveau de difficulté semble répondre le mieux à ses besoins.

Niveau fondamental

Les élèves qui choisissent les cours de niveau fondamental éprouvent généralement des difficultés sérieuses en mathématiques.

Les cours de niveau fondamental s'adressent surtout aux élèves qui désirent :

- mieux comprendre l'arithmétique;
- s'améliorer en calcul;

- utiliser les mathématiques dans la vie quotidienne;
- acquérir des connaissances sur les investissements ou sur le monde des affaires.

Remarque. - L'élève qui désire poursuivre des études postsecondaires en comptabilité doit choisir des cours de niveau général ou avancé.

Mathématiques de base

Code du cours : MAT1F-0

9^e année

1 crédit

Dans les premières leçons, l'élève revoit les quatre opérations arithmétiques fondamentales : l'addition, la soustraction, la multiplication et la division de nombres entiers. Par la suite, l'élève apprend à effectuer les mêmes opérations sur les fractions et les nombres décimaux. Il ou elle devra résoudre des problèmes arithmétiques tirés de la vie courante. Toutes les explications sont simples et accompagnées de nombreux exemples.

Préalable recommandé : Aucun

Manuel : Aucun

Mathématiques du consommateur

Code du cours : MAT2F-5

10^e année

1/2 crédit

Ce cours de mathématiques de base traite des situations courantes auxquelles doivent faire face les consommateurs. Il porte sur le salaire, la tenue d'un cahier de dépenses quotidiennes, le budget, le compte de banque, etc. L'élève apprendra surtout à bien administrer ses affaires, par exemple : vérifier un état de compte et un relevé de banque, calculer le prix à l'unité d'un article ou vérifier les déductions faites sur son salaire.

Niveau général

Canada et monde contemporains
(Le Canada dans le monde
contemporain)

Code du cours : HCC2G-0

10^e année

1 crédit

Ce cours sera offert à partir de novembre 1986.

Il initie l'élève à l'histoire du Canada et à ses rapports avec le monde contemporain. L'élève découvrira en outre les liens existant entre le genre humain et l'histoire ainsi que le fonctionnement de notre système de gouvernement. Ce cours lui permettra de mieux connaître sa société et de mieux jouer son rôle de citoyen ou de citoyenne.

Préalable recommandé : Aucun

Manuel : Aucun

Niveau avancé

Histoire, Canada
Code du cours : HCA5A-0

13^e année

1 crédit

Ce cours d'histoire du Canada donnera à l'élève l'occasion de développer son esprit d'analyse et de synthèse. Basé principalement sur des textes variés, il permettra à l'élève de passer en revue les grands courants de l'histoire de notre pays.

Le contenu du programme couvre pratiquement quatre siècles : l'époque précoloniale, le Régime français, le Régime anglais, la Confédération et le XX^e siècle. L'accent est mis sur les différentes interprétations de l'histoire du Canada.

Le cours requiert de nombreuses lectures.

Préalable recommandé : Un cours

d'histoire ou de français de 1^{re} ou de 12^e année

Manuel : Aucun

Ce cours de géographie physique et humaine étudie les rapports entre l'être humain et son milieu naturel. La géographie physique comprend l'étude d'éléments tels que les origines et la structure de la terre, la glaciation, les sols, le climat, la végétation et les réserves d'eau. La géographie humaine s'intéresse à l'être humain : comment il vit, développe son habitat et assure son progrès par ses créations personnelles (aménagement du territoire, industries, transports, etc.).

Le cours tente de montrer comment l'être humain et son milieu naturel influent l'un sur l'autre et que l'être humain doit exploiter son environnement consciencieusement pour survivre.

Préalable recommandé : Géographie GCA2A ou l'équivalent

Manuels : Atlas Larousse canadien. Inch, Robert S. et W. G. Stone. *Éléments de géographie physique.*

Niveau général

Géographie du Canada
Code du cours : GCA1G-0

9^e année
1 crédit

Ce cours sera offert à partir de mai 1987.

Il présente certains caractères propres au Canada : sa diversité, son développement, sa position dans le monde et ses possibilités futures. L'élève y apprend comment se servir de cartes, de graphiques, de photographies et de tableaux pour mieux découvrir le Canada d'aujourd'hui. Les ressources, le commerce, le milieu urbain, les moyens de communication, les diverses régions, les origines des Canadiens et le Canada et le monde. Voilà quelques-uns des thèmes qui guident l'élève dans la découverte de ce pays unique.

Préalable recommandé : Aucun
Manuel : Atlas scolaire. Guérin.

Niveau avancé

Géographie du Canada
Code du cours : GCA2A-0

10^e année
1 crédit

Ce cours présente à l'élève un aperçu général du Canada. Son aspect physique et ses ressources naturelles constituent près de la moitié du cours. Vient ensuite l'étude du progrès économique causé par l'exploitation des ressources minières et maritimes et l'étude du développement industriel et commercial du Canada. Les transports maritime, ferroviaire et routier apparaissent non seulement comme des éléments de l'expansion économique, mais également comme des facteurs d'unification. Le cours analyse les problèmes actuels que connaît le Canada en tant que pays industrialisé. Une attention spéciale est portée au développement des villes.

Préalable recommandé : Aucun
Manuels : Atlas Larousse canadien. Tomkins, Doreen, M. et al. Canada. Le pays et ses habitants.

Français
Code du cours : FLC5A-0
13^e année 1 crédit

Ce cours s'adresse à l'élève qui s'intéresse au théâtre canadien-français et à son évolution. Il met au programme l'étude de la comédie, du drame social, psychologique, historique et poétique. Chaque genre est illustré par de nombreux extraits d'œuvres d'écrivains canadiens-français. Le cours sonde également le rôle, à l'étranger, du romancier dans le théâtre du XX^e siècle et expose les nouvelles tendances du théâtre canadien-français.

L'élève devra rédiger des dissertations dans lesquelles il devra démontrer sa compréhension du sujet, son sens critique et sa maîtrise de la langue écrite.

Prétable recommandé : Français
FRA4A ou l'équivalent

Manuels : Dubé, Marcel. *Au retour des oies blanches*. Coll. « Théâtre canadien » n° 10, Montréal, Leméac, 1969, 190 p.
Gélinas, Gratien. *Bousille et les justes*. Montréal, Éditions de l'Homme, 1967, 110 p.
Grevisse, Maurice. *Précis de grammaire française*. Montréal, Éditions du Renouveau Pédagogique, 1969, 292 p.
Hébert, Anne. « Le temps sauvage », dans *Théâtre*. Coll. « L'arbre », Montréal, Éditions Hurtubise HMH, 1967, Leclerc, Félix. *Sonnez les matines*. Montréal, Beauchemin, 1963.

Français
Code du cours : FRA5A-0
13^e année 1 crédit

Développer sa curiosité intellectuelle et son goût pour les œuvres littéraires et apprendre à bien s'exprimer, tels sont les objectifs de ce cours.

L'élève procédera à l'analyse d'une tragédie, de deux romans et de plusieurs œuvres en vers et en prose et étudiera les règles de la versification. Le cours approfondit les principes généraux de l'écriture et expose les règles propres à la narration, à la description, au portrait, à la dissertation, à l'analyse littéraire et au dialogue. Chaque leçon comprend des exercices de vocabulaire, de syntaxe et de rédaction qui habituent l'élève à s'exprimer clairement dans un style personnel et vivant.

Prétable recommandé : Français
FRA4A ou l'équivalent

Manuels : Cesbron, Gilbert. *Les saints vont en enfer*. Coll. « Le Livre de poche » n° 2301, Paris, LGF, 1955, 273 p.
Grevisse, Maurice. *Précis de grammaire française*. Montréal, Éditions du Renouveau Pédagogique, 1969, 110 p.
Pagnol, Marcel. *Topaze*. Coll. « Presses Pocket » n° 1294, Paris, Racine, Jean. *Andromaque*. Nouv. éd., Presses Pocket, 1976, 288 p.
coll. « Classiques illustrés », Paris, Hachette, 1976, 126 p.
Roy, Gabrielle. *Rue Deschambault*. Montréal, Beauchemin, 1955.

Français

Code du cours : FRA3A-0

1^{re} année

1 crédit

Ce cours s'adresse à l'élève qui désire étendre sa culture générale en approfondissant sa connaissance de la littérature. Il comprend, d'une part, l'étude de poèmes, d'une comédie classique et d'un roman français et, d'autre part, l'étude d'une pièce de théâtre, de poèmes et d'œuvres en prose d'auteurs canadiens-français. Deux écoles littéraires du XIX^e siècle sont étudiées brièvement. Le cours met l'accent sur l'étude de la syntaxe. De nombreux exercices de style et de composition développent chez l'élève la facilité à écrire.

Préalable recommandé : Français

FRA2A ou l'équivalent

Manuels : Lagarde, André et Laurent Michard, Français, cours secondaire (tome 2).

Dubé, Marcel. Zone.

Alain-Fournier. Le grand Meaulnes.

Geslin, Lucien et Jean-Marie

Laurence. La narration.

Grevisse, Maurice. Nouveaux exercices français.

_____. Précis de grammaire française.

Molière. L'Avare.

Français

Code du cours : FRA4A-0

1^{re} année

1 crédit

Ce cours permettra à l'élève d'améliorer sa connaissance de la littérature et sa maîtrise de la grammaire et de la syntaxe. Il comprend l'étude de deux pièces de théâtre classique, d'un roman et de poèmes. De plus, il prépare l'élève à écrire des dissertations et à analyser des textes littéraires canadiens et français.

Le cours initie l'élève à une méthode générale de recherche en quatre étapes : préparation de la documentation, analyse puis organisation des données, et rédaction.

Sont également au programme les discours narratif, descriptif et analytique. L'élève apprendra à rédiger un télégramme, un éditorial, un procès-verbal et un précis.

Préalable recommandé : Français

FRA3A ou l'équivalent

Manuels : Lagarde, André et Laurent Michard, Français, cours secondaire (tome 3).

Cornellie, Pierre. Le Cid.

Grevisse, Maurice. Nouveaux exercices français.

_____. Précis de grammaire française.

Kostand, Edmond. Cyrano de Bergerac.

Saint-Exupéry, Antoine de. Vol de nuit.

Français
Code du cours : FRA2A-0
 10^e année 1 crédit

Dans ce cours, l'élève aura l'occasion d'étendre ses connaissances de la grammaire et de la syntaxe et d'ap- prendre à rédiger des textes bien structurés. Les leçons sont axées sur un thème choisi et comportent de nombreux exercices qui permettront à l'élève de s'exprimer avec des expres- sions justes et un vocabulaire plus précis.

Le cours initie également l'élève à l'étude d'une pièce de théâtre et d'un roman. L'étude de poèmes et de pas- sages en prose sert aussi à présenter les figures de style et à introduire des éléments de versification.

Prétable recommandé : Français
 FRA1A ou l'équivalent

Manuels : Clercs de Saint-Viateur.
 Comment composer (secondaire 2).
 Lagarde, André et Laurent Michard.
 Français, cours secondaire (tome 1).
 Daudet, Alphonse. Contes du lundi.
 Hémon, Louis. Maria Chapdelaine.
 Laurence, Jean-Marie. Grammaire française.
 Laurence, Jean-Marie et Aurèle Daoust. Exercices de grammaire 2.
 Musset, Alfred de. Il ne faut jurer de rien.

Des exercices de vocabulaire et de sty- listique viendront compléter l'étude de la matière de ce cours.

Prétable recommandé : Français
 FRA3C ou l'équivalent

Manuels : Larousse de poche.
 Martel, Suzanne, Jeanne, fille du Roy.

Niveau avancé

Français
Code du cours : FRA1A-0
 9^e année 1 crédit

Ce cours permettra à l'élève de mieux connaître la grammaire française et d'améliorer sa façon d'écrire. Chaque leçon se développe autour d'une idée centrale appelée « thème ». Les nom- breux exercices de grammaire et de rédaction se rapportent directement aux différents manuels qui accompa- gnent le cours. Toutes les leçons se terminent par l'étude d'un passage simple mais intéressant de l'œuvre d'un auteur ou d'une auteure fran- çaise ou canadienne(ne).

Prétable recommandé : Aucun
Manuels : Carrière, Laurier et Ovide
 Proulx, dir. Nouvelles aventures.
 Daudet, Alphonse. Lettres de mon moulin.

Kessel, Joseph. Le lion.
 Labiche, Eugène. Le voyage de Mon- sieur Perrichon.
 Laurence, Jean-Marie. Grammaire française.
 Laurence, Jean-Marie et Aurèle Daoust. Exercices de grammaire 1.
 Proulx, Ovide. La composition française.

Niveau général

Les cours de français sont offerts à deux niveaux : général et avancé. L'élève devrait lire la page 7 qui explique les niveaux de difficulté de cours.

français	9 ^e année	1 crédit
Code du cours : FRA1G-0		

Ce cours s'adresse à l'élève qui veut réviser ses connaissances de la grammaire française. Il présente la phrase et les groupes fonctionnels qui la composent. Le groupe sujet, le nom et ses propriétés, le verbe, l'adjectif, le pronom et l'accord du participe passé sont parmi les éléments au programme. Le cours porte aussi sur la structure de plusieurs types de phrases.

L'élève apprend à rédiger de simples paragraphes en développant un thème de la vie courante. Il ou elle apprend ensuite à rédiger des textes de plusieurs paragraphes tels que des descriptions, des comptes rendus ou des lettres.

Préable recommandé : Aucun

Manuel : Germain, Doric. La vengeance de l'original.

Français

11^e année

Code du cours : FRA3G-0

Ce cours se veut une étude essentielle-ment pratique de la langue. La

grammaire y est étudiée par le biais de difficultés orthographiques tandis que le vocabulaire nouveau y est introduit au travers de situations de la vie courante. Des exercices de rédaction de textes personnels, de comptes rendus et de résumés aident l'élève à choisir des expressions précises et à s'exprimer clairement. L'ensemble du cours vise à améliorer la lecture et la

Préable recommandé : Français

FRA2G ou l'équivalent

Manuels : Larousse de poche.

Poulin, Jacques. Les grandes marées.

Français

Code du cours : FRA4G-0

12^e année

1 crédit

Ce cours sera offert à partir de mai

1986.

Il se propose de revoir la nature et la fonction des mots afin de permettre à l'élève de différencier les divers genres de textes. L'accent sera placé sur l'étude de la phrase et de sa place dans le paragraphe. L'élève aura l'occasion d'apprendre à bien utiliser les différentes propositions ainsi qu'à connaître l'emploi de quelques verbes irréguliers avec leurs particularités.

Niveau général

Dessin industriel. Généralités
(Dessin industriel)
Code du cours : TDG2G-0

10^e année 1 crédit

Ce cours permettra à l'élève de dessiner des objets rectangulaires ou cylindriques simples. Il porte sur la lecture des plans, la manipulation d'instruments de base, les techniques du croquis et du dessin industriel, le lettrage, la construction de figures géométriques, les projections orthogonales (représentations de la face, du dessus et du côté d'un objet). L'élève apprendra comment indiquer les mesures (cotation) d'un objet et comment tracer des pointillés. Le cours se termine par l'étude des vues en coupe et du dessin figuratif (la représentation de façon ressemblante des formes d'un objet).

Préalable recommandé : Aucun

Manuel : Aucun

Matériel : L'élève doit acheter ou louer une trousse de dessin industriel. Son coût approximatif est de 50 \$; son prix de location approximatif est de 5 \$ par mois. De plus amples renseignements indiquant à l'élève où se procurer cette trousse accompagnent la première leçon du cours.

Menuiserie (Travail du bois)
Code du cours : TCB3G-0

1^{re} année 1 crédit

Ce cours permettra à l'élève d'acquérir des connaissances et des techniques de base en charpenterie et en menuiserie.

Il présente d'abord les espèces de bois et des notions élémentaires de menuiserie. Il explique ensuite le choix, l'entretien et le maniement des outils. Il familiarise l'élève avec la lecture des plans et des instructions utilisées en menuiserie et en charpenterie. Le cours se termine par des conseils pratiques sur l'entretien et la réparation d'une maison et par une révision des règles de sécurité dans le maniement des outils et des machines. L'élève devra exécuter des travaux de menuiserie.

Préalable recommandé : Aucun

Manuel : Aucun

Matériel : L'élève doit se procurer les outils et les échantillons de bois nécessaires pour effectuer les travaux.

Niveau général

Orientation

(Orientation professionnelle)
Code du cours : NOR3G-0

1^{re} année 1 crédit

L'objectif de ce cours est d'aider

l'élève à mieux se connaître, à décou-

vrir ses aptitudes et ses intérêts et à

développer sa personnalité. Il fournit

des renseignements sur les établisse-

ments d'enseignement postsecondaire

et sur de nombreux métiers et profes-

sions. L'élève aura l'occasion de lire

des offres d'emploi (annonces) détail-

lées. Il ou elle pourra ainsi se faire

une idée précise de ce que compor-

tent les métiers ou les professions qui

semblent l'intéresser. À la fin du

cours, l'élève devrait être en mesure

de décider s'il ou elle désire poursui-

vre des études postsecondaires ou en-

trer dans le monde du travail.

Préalable recommandé : Cours de

français de 10^e année ou une connais-

sance du français équivalente

Manuel : Aucun

L'homme et la société
(L'homme dans la société)
Code du cours : NSO4G-0

12^e année

1 crédit

Ce cours cherche à déterminer les rap-

ports qui lient l'être humain et la so-

cité. L'élève aura l'occasion de se

familiariser avec les besoins de l'indi-

vidu, les agents de socialisation (tels

que la famille, l'école et l'église) et les

facteurs personnels qui influent sur la

socialisation (tels que la culture gé-

nérale, les valeurs, les attitudes et

l'aptitude à communiquer).

Le cours se penche sur la nature, les

éléments, le fonctionnement et l'évo-

lution de la société. Il analyse les pro-

blèmes provoqués par l'industrialisa-

tion et l'urbanisation.

Préalable recommandé : Cours de

français de 10^e année ou une connais-

sance du français équivalente (lu et

écrit)

Manuel : Aucun

Niveau avancé

Arts visuels, Histoire

(Histoire de l'art)

Code du cours : AVT3A-5

1^{re} année 1/2 crédit

L'objectif de ce cours est de familiariser l'élève avec l'art de l'Antiquité et du Moyen Âge. Le cours permettra également à l'élève de se sensibiliser aux formes d'art de ces deux époques et d'apprendre à apprécier l'art en général.

Préalable recommandé : Aucun

Manuel : Aucun

Arts visuels, Dessin et peinture

(Art – La composition)

Code du cours : AVB4A-5

1^{2e} année 1/2 crédit

Ce cours est axé sur la composition d'un tableau ainsi que sur le style, la technique et le sujet – éléments étroitement liés à la composition. Dans la partie pratique du cours, l'élève est encouragé(e) à s'exprimer de façon personnelle en explorant ses propres thèmes et sujets. Le cours vise à former des artistes créateurs.

Préalable recommandé : Arts visuels, Dessin et peinture (Initiation à l'art)

AVB2G ou l'équivalent

Manuel : Aucun

Matériel : L'élève reçoit une trousse d'art et quelques matériaux de base.

Arts visuels, Dessin et peinture

(Art – Le style)

Code du cours : AVB4A-6

1^{2e} année 1/2 crédit

Ce cours s'adresse à l'élève qui désire découvrir ou perfectionner son propre style par des travaux pratiques. Dans la partie théorique du cours, qui porte sur les éléments qui constituent le style, l'élève apprendra à reconnaître les caractéristiques du style des grands peintres et des principales écoles de peinture.

Préalable recommandé : Arts visuels, Dessin et peinture (Initiation à l'art)

AVB2G ou l'équivalent

Manuel : Aucun

Matériel : On prête une trousse d'art et un livre de reproductions à l'élève.

L'élève qui n'a jamais suivi de cours de dessin ou de peinture devrait d'abord suivre le cours intitulé Arts visuels. Dessin et peinture (Initiation à l'art) (AVB2G). Par ailleurs, l'élève qui ne désire pas faire de travaux pratiques peut choisir un cours d'appréciation ou d'histoire de l'art.

Niveau général

Arts visuels. Dessin et peinture (Initiation à l'art)
Code du cours : AVB2G-0

10^e année 1 crédit

Ce cours s'adresse à l'élève qui aime les arts visuels et qui veut apprendre à s'exprimer par le dessin et la peinture. Des explications écrites et des illustrations présentent les éléments de base tels que la ligne, la surface, le volume, la valeur, la couleur et la matière. On y présente également des notions théoriques et des techniques précises. L'élève aura l'occasion de s'exprimer dans des travaux pratiques exécutés à l'aide de techniques et de matériaux différents.

Préalable recommandé : Aucun

Manuel : Aucun

Matériel : L'élève doit se procurer une trousse d'art au coût approximatif de

Arts visuels. Photographie (Photographie)
Code du cours : AVB4G-5

17,50 \$. De plus amples renseignements sur la façon de se la procurer accompagnent la première leçon du cours.

12^e année ½ crédit

Ce cours est destiné aux amateurs qui recherchent dans la photographie un moyen d'expression artistique. Sans négliger l'aspect théorique, les leçons mettent toutefois l'accent sur les exercices pratiques.

L'élève apprend à juger par des critères spécifiques ce qui constitue de bonnes ou de mauvaises photographies. L'élève est encouragé(e) à développer le style autant que la technique. De nombreux dessins et d'excellentes photographies illustrent clairement les explications théoriques.

Préalable recommandé : Aucun

Manuel : Aucun

Matériel : L'élève reçoit une chemise d'épreuves.

Le cours comprend également l'étude d'un roman, d'une vingtaine de poèmes d'auteurs canadiens, d'une œuvre satirique et d'une tragédie. En encourageant l'esprit critique, le cours permet à l'élève de bien se préparer à des études postsecondaires.

Préable recommandé : Anglais
FAN4A ou l'équivalent

Manuels : Ford, M. *Techniques of Good Writing*, Toronto, The Book Society of Canada, 1961.

Giraudoux, Jean, *The Madwoman of Chailiot*, Toronto, McGraw-Hill Ryerson, 1969.

Hemingway, Ernest, *A Farewell to Arms*, New York, Charles Scribner's Sons, 1967.

Shakespeare, William, *Hamlet*, Edition Falcon, Toronto, Longman Canada, 1963. Distribué par Academic Press.

Matériel : L'élève reçoit un disque sur lequel des œuvres canadiennes sont lues. Il ou elle doit avoir un tourne-disque à sa disposition

Ce cours exige des travaux de rédaction dans lesquels l'élève doit démontrer une bonne maîtrise de l'anglais. De nombreux exercices de style et de grammaire et une étude comparative de la structure du paragraphe et de la dissertation compléteront les connaissances acquises dans les cours précédents.

Une partie du cours porte sur la littérature canadienne contemporaine. L'élève aura l'occasion de se familiariser avec les œuvres de nombreux auteurs canadiens tels que Margaret Laurence, Al Purdy, Robertson Davies, Gratien Gélinas, Margaret Atwood, Gabrielle Roy et Mordecai Richler. Le cours aborde également les techniques de la critique littéraire et de l'interview.

Préable recommandé : Anglais
FAN4A ou l'équivalent

Manuels : Davies, Robertson, *At My Heart's Core*, Toronto, Clarke, Irwin, 1966.

Gélinas, Gratien, *Yesterday the Children Were Dancing*, Toronto, Clarke, Irwin, 1967.

Laurence, Margaret, *The Stone Angel*, Toronto, McClelland and Stewart, 1968.

Mandel, Eli, *Poets of Contemporary Canada*, Toronto, McClelland and Stewart, 1972.

Mickleburgh, Brita, *Canadian Literature*, Toronto, McClelland and Stewart, 1973.

Manuels : Carr, Emily. *Klee Wyck.*
Mitchell, W. O. *Who Has Seen the*

Wind?
Stevens, John, comp. *Ten Canadian Short Plays.*
The Winston Canadian Dictionary for Schools.

Niveau avancé

Anglais
Code du cours : EAN3A-0

11^e année 1 crédit

Ce cours présente des situations familières qui invitent l'élève à s'exprimer par écrit en rédigeant des rapports, des résumés, des critiques et des lettres. Ces exercices de rédaction lui donneront l'occasion de mettre en pratique ses connaissances de la narration, de la description et de l'exposition. Il ou elle apprend à exprimer son point de vue et à discuter par écrit des opinions des autres. Des textes en prose, accompagnés d'exercices, aident l'élève à enrichir son vocabulaire, à rechercher le mot juste et à rédiger des phrases et des paragraphes bien construits. L'élève apprend à revoir ses propres textes afin de les améliorer. Des contes, des poèmes, des pièces de théâtre et un roman présentent une variété de sujets de discussion.

Prétable recommandé : Un cours d'anglais de niveau avancé ou l'équivalent
Manuels : Brown, Cassie. *Death on the Ice.*
McNeil, James, A. *Tigers of the Snow.*

Anglais
Code du cours : EAN4A-0

12^e année 1 crédit

Ce cours permet de revoir des règles de rédaction et de les approfondir. L'élève apprend à découvrir les éléments esthétiques de textes en prose, à en apprécier le style et à tenter de l'imiter dans ses propres textes. De plus, il ou elle s'initie à l'argumentation et à l'art de la persuasion orale et écrite et apprend à rédiger de la correspondance d'affaires.

Dans la partie consacrée à la littérature, le cours met l'accent sur les œuvres canadiennes. L'élève apprend à identifier et à apprécier les différents genres littéraires (le conte, la poésie, le roman et le théâtre).

Prétable recommandé : Anglais
EAN3A ou l'équivalent

Manuels : Callaghan, Morley. *More Joy in Heaven.*
Hemingway, Ernest. *The Old Man and the Sea.*
Laurence, Margaret. *A Jest of God.*
Stevens, John, comp. *Ten Canadian Short Plays.*

Les cours d'anglais visent exclusivement l'amélioration de la langue écrite; la pratique orale ne fait pas partie de ces cours.

Niveau général

Anglais

Code du cours : EANG-0

9^e année

1 crédit

Ce cours s'adresse à l'élève qui sait déjà lire et écrire l'anglais et qui désire mieux comprendre et écrire cette langue. Des textes simples sur des sujets connus encourageront son goût de la lecture et contribueront à enrichir son vocabulaire. Des exercices pratiques et variés permettront à l'élève de perfectionner sa connaissance de l'orthographe, de la grammaire, de la ponctuation et de la structure de la phrase et du paragraphe.

Prétable recommandé : Aucun

Manuel : *The Winston Canadian Dictionary for Schools.*

Anglais

Code du cours : EANG-0

10^e année

1 crédit

Ce cours comprend une étude suivie de la grammaire, de l'orthographe, du vocabulaire, de la structure de la

phrase et du paragraphe. Quelques textes portent plus particulièrement sur le style : l'emploi de verbes d'action et de mots-images, le choix de qualificatifs précis et de figures de style. Ce cours sert également d'introduction à la poésie anglaise.

Prétable recommandé : Aucun

Manuels : Allison, Gordon H. *Exercises in the Structure of English, Book 1.*

Harwick, H. C. *Words Are Important.* Kuska, Alexander et al. *Spelling in Language Arts 8.*

London, Jack. *The Call of the Wild.*

Richards, Haydn. *Read, Think & Write.*

The Winston Canadian Dictionary for Schools.

Anglais

Code du cours : EANG-0

1^{re} année

1 crédit

Ce cours vise surtout l'usage pratique de la langue. Par des exercices appropriés, l'élève s'habitue à rechercher le mot exact et l'expression juste. Sa façon d'écrire deviendra à la fois plus précise et plus concise. L'élève apprend à analyser un texte littéraire pour bien le comprendre et mieux en apprécier les idées et le style. Il ou elle s'initie également à l'étude du roman et du théâtre.

Prétable recommandé : Anglais

EANG ou l'équivalent

Secrétariat

Niveau général

Dactylographie

Code du cours : CLD1G-0

9^e année 1 crédit

L'élève apprendra, dans ce cours d'initiation, à bien se servir d'une machine à écrire. Il ou elle apprend à taper avec précision et régularité selon une méthode. L'élève doit remettre des travaux simples qui l'aident à développer sa dextérité et à bien organiser et soigner son travail. Le cours n'insiste pas sur l'acquisition de la vitesse.

Préalable recommandé : Aucun

Manuel : Aucun

Matériel : L'élève doit avoir une machine à écrire à sa disposition.

Dactylographie

Code du cours : CLD2G-0

10^e année 1 crédit

Ce cours approfondit les notions précédentes dans le cours d'initiation à la dactylographie (Dactylographie CLD1G). Il insiste davantage sur la technique, la vitesse, la précision et les règles de disposition de travaux plus complexes tels que la correspondance d'affaires et les rapports. On s'attend à ce que l'élève s'exerce une heure par jour.

Préalable recommandé : Dactylographie CLD1G ou l'équivalent

Manuel : Aucun

Matériel : L'élève doit avoir une machine à écrire à sa disposition.

Procédés de bureau

(Techniques de bureau)

Code du cours : CGB3G-0

1^{re} année

1 crédit

Ce cours plus spécialisé s'adresse à l'élève qui sait déjà se servir d'une machine à écrire et qui maîtrise assez bien le français écrit. Le cours cherche surtout à développer une attitude professionnelle chez l'élève et à le ou la préparer aux tâches de bureau quotidiennes telles que communiquer avec le public, répondre au téléphone, rédiger la correspondance d'affaires, classer les documents, etc.

Préalable recommandé : Dactylographie CLD2G ou l'équivalent

Manuel : Aucun

Matériel : L'élève doit avoir une machine à écrire à sa disposition.

Informatique Niveau général

Introduction aux études

informatiques

(Initiation à l'informatique)

Code du cours : IIN2G-5

10^e année

1/2 crédit

Ce cours sera offert à partir de novembre 1986.

Il permet à l'élève de découvrir

l'ordinateur : sa nature, ses composantes, son fonctionnement et ses possibilités. Les effets de l'ordinateur sur la société et la place qu'il y occupe sont aussi abordés.

Dans chacune des leçons, l'élève utilisera l'ordinateur en écrivant des programmes courts.

Après avoir terminé ce cours, l'élève pourra s'inscrire au cours Introduction aux études informatiques IIN2G-6.

Préalable recommandé : Aucun

Manuel : Aucun

Matériel : L'élève doit avoir un ordinateur à sa disposition.

Introduction aux études

informatiques

(Initiation à l'informatique)

Code du cours : IIN2G-6

10^e année

1/2 crédit

Ce cours sera offert à partir de mai 1987.

Il approfondit les connaissances acquises dans le cours Introduction aux études informatiques IIN2G-5.

L'élève étudiera les sujets suivants : l'écriture d'un programme, le débistage d'erreurs, les fichiers de données, l'automatisation dans la société et la technologie de l'ordinateur. Il sera également question des carrières en informatique et des attentes des employeurs.

Préalable recommandé : Introduction aux études informatiques IIN2G-5.

Manuel : Aucun

Matériel : L'élève doit avoir un ordinateur à sa disposition.

Cours généraux

Niveau général

Droit

Code du cours : CDR4G-5

12^e année

1/2 crédit

Le cours s'adresse à l'élève qui recherche une connaissance pratique

du droit en Ontario. Il donne un

aperçu général du Code criminel

canadien, des textes protégeant les

droits de la personne, de la responsa-

bilité lors d'accidents et de la législa-

tion du travail en Ontario. Chacune

des dix leçons présente des cas enten-

dus par des tribunaux canadiens.

L'élève pourra remplir divers exem-

ples de formulaires utilisés dans les

poursuites judiciaires. Il ou elle ap-

prendra à reconnaître les faits essen-

tiels d'un litige et devra ensuite se

prononcer sur le cas en rédigeant un

jugement.

Tout au long du cours, on se réfère à

la série d'émissions de TVOntario in-

titulée C'est ton droit.

Préalable recommandé : Aucun

Manuel : Aucun

Matériel : L'élève doit avoir à sa dis-

position un magnétoscope de type

Beta ou VHS.

Remarque. - Ne pas oublier de bien

préciser le format de cassettes vidéo

requis lors de l'inscription.

Droit

Code du cours : CDR4G-6

12^e année

1/2 crédit

Ce cours est identique au cours de

Droit CDR4G-5 sauf que le matériel

d'accompagnement est enregistré sur

cassettes audio.

Préalable recommandé : Aucun

Manuel : Aucun

Matériel : L'élève doit avoir un ma-

gnétophone (cassettes audio) à sa dis-

position.

Éducation du consommateur

Code du cours : CNS2G-0

10^e année

1 crédit

Ce cours éveille l'élève aux problèmes

de consommation d'aujourd'hui et

visé à en faire un consommateur ou

une consommatrice averti(e). Les su-

jets traités ne manqueront pas d'inté-

resser l'élève : l'achat et la vente de

biens et de services, l'influence des

consommateurs sur le marché, le bud-

get, l'épargne, les assurances et les

placements. Il offre aussi de nom-

breux conseils pratiques sur l'achat

ou la location d'un appartement ou

d'une maison, les contrats, le crédit,

etc. Les exercices sont simples et pra-

tiques.

Préalable recommandé : Aucun

Manuel : Aucun

Comptabilité

Le programme de comptabilité initie les élèves aux principes fondamentaux de la comptabilité, à la terminologie comptable acceptée et aux méthodes généralement utilisées pour la tenue de livres comptables exacts, essentiels à toute activité économique et commerciale. L'étude de la comptabilité peut aider les particuliers à tenir des registres personnels justes, ouvrir des portes dans des domaines professionnels liés à la comptabilité ou mener à une carrière dans une profession comptable. C'est également une formation précieuse pour toute personne qui travaille à son compte.

Niveau général

Comptabilité. Introduction
Code du cours : COI3G-0

11^e année
1 crédit

Ce cours est une introduction à la comptabilité et ne nécessite par conséquent aucune connaissance préalable du sujet. L'élève en retirera une connaissance de base de la tenue des livres et des principes comptables. Il ou elle apprendra à se familiariser

avec, entre autres, un bilan d'ouverture, un journal général, une conciliation de banque et un journal synoptique ainsi qu'avec les pratiques courantes du monde des affaires et certains aspects de la comptabilité des entreprises de services.

Dans la présentation des travaux, on exige l'ordre et la propreté, deux qualités importantes en comptabilité.

Prélabale recommandé : Un cours de mathématiques de 10^e année ou l'équivalent

Manuel : Aucun

Comptabilité. Principes
Code du cours : COP4G-0

12^e année
1 crédit

Ce cours de comptabilité est indispensable à l'élève qui désire faire carrière dans le monde des affaires. Il ou elle approfondit les connaissances acquises dans le cours Comptabilité COI3G et étudie également le bilan classifié, la méthode nécessitant des pièces justificatives, la comptabilité des sociétés en nom collectif et des sociétés en participation par actions. L'ordre et la propreté sont deux éléments importants dont on tient compte dans l'évaluation des travaux.

Prélabale recommandé : Comptabilité COI3G ou l'équivalent

Manuel : Aucun

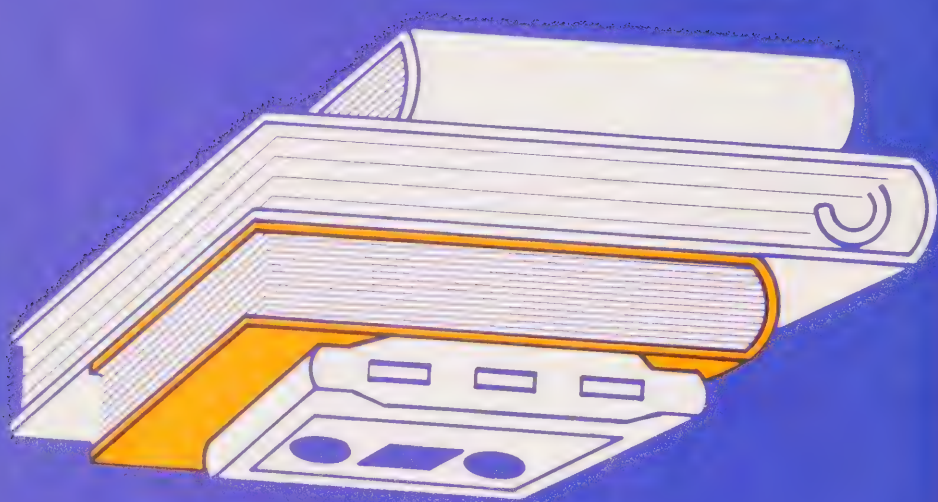
Cinquième partie Description des cours du palier secondaire

Cours inspirés des programmes-

cadres

Tous les cours par correspondance offerts par le Centre d'études indépendantes ont été élaborés conformément aux programmes-cadres du ministère de l'Éducation de l'Ontario.

Remarque. – Une description bibliographique complète n'est donnée que pour les ouvrages que les élèves doivent se procurer eux-mêmes.



Cinquième partie Description des cours du palier secondaire

Quatrième partie Matériel didactique en vente auprès du CEI

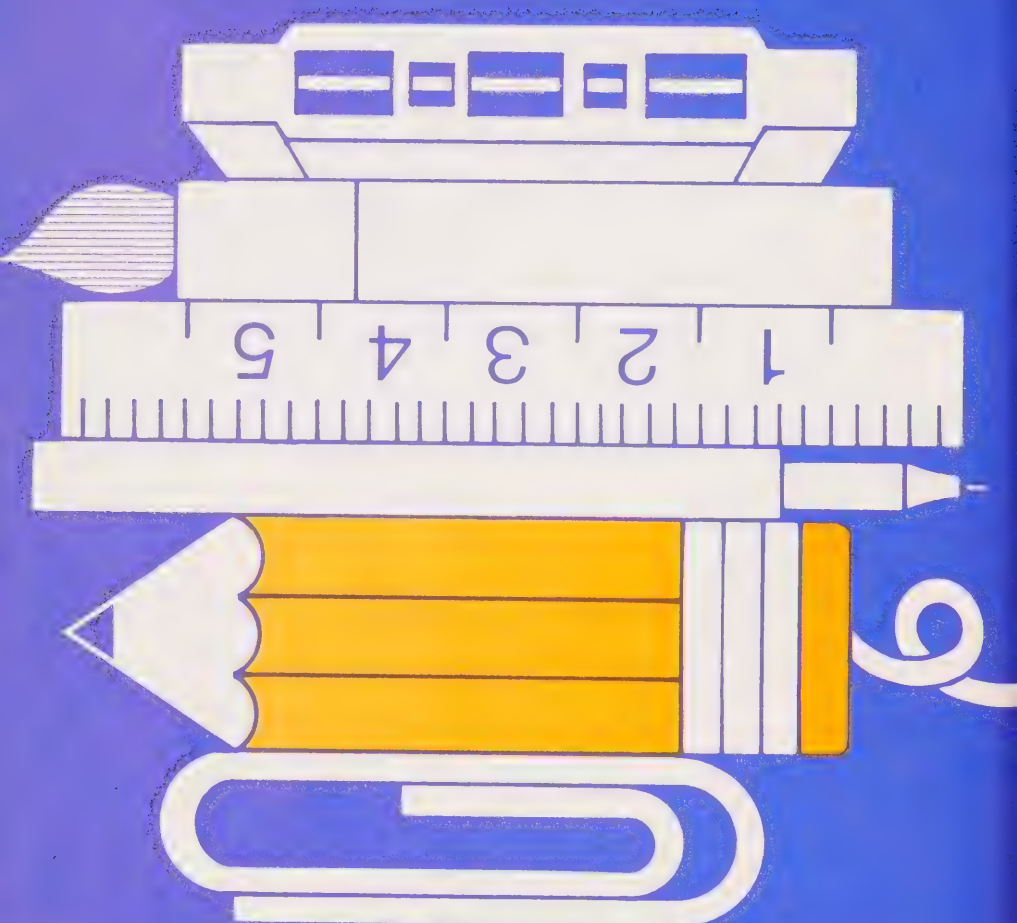
Ce qui suit ne s'adresse pas aux personnes qui désirent s'inscrire aux cours du CEI. Pour les renseignements sur l'inscription, voir cette brochure à partir de la page 7.

On peut acheter au prix coûtant le matériel didactique de certains cours élaborés par le CEI. Ces ressources pédagogiques peuvent être utiles pour préparer un programme et administrer à l'échelon local des programmes d'études personnelles.

L'achat du matériel didactique ne comprend pas le contact avec un enseignant ou une enseignante, ni l'évaluation du rendement ni la remise d'un certificat du Centre d'études indépendantes.

Pour obtenir plus de renseignements, consulter la brochure du CEI intitulée *Matériel didactique en vente auprès du CEI* ou communiquer avec le CEI. Les numéros de téléphone et l'adresse sont indiqués à la page 1 de ce guide.

Quatrième partie
Matériel didactique en vente
auprès du CEI



Les enfants devraient consacrer chaque jour suffisamment de temps à leurs études pour pouvoir faire en un an le travail qu'exigent les cours auxquels ils sont inscrits. L'élève qui a remis tous ses devoirs et obtenu des résultats satisfaisants reçoit un certificat pour chaque cours qu'il ou elle a réussi. Si l'élève doit s'inscrire à un des cours de l'année d'études suivantes, les parents peuvent demander d'avance les leçons et le matériel afin que l'enfant les ait quand il ou elle en aura besoin.

Cours offerts au palier élémentaire

Voici les matières qui sont offertes au palier élémentaire :

1 ^{re} année	Français	Mathématiques
2 ^e année	Français	Mathématiques
3 ^e année	Français	Mathématiques
4 ^e année	Français	Mathématiques

Les parents qui désirent inscrire un enfant qui ne peuvent fréquenter l'école pendant une période d'au moins trois mois peuvent être admissibles aux cours par correspondance. Il en est de même pour les enfants qui résident normalement en Ontario mais qui sont temporaire-ment absents du Canada pendant une période d'au moins trois mois. L'admissibilité de l'élève est réévaluée lorsque les parents demandent à renouveler l'inscription de leur enfant et à le ou la faire passer à l'année d'études suivante. Les enfants qui résident à l'extérieur du Canada peuvent suivre des cours par correspondance pendant trois ans au maximum.

Les élèves doivent inscrire leurs enfants à des cours par correspondance du palier élémentaire doivent remplir le formulaire B et l'envoyer au CEI, accompagné du dernier bulletin scolaire de l'enfant et d'une lettre de l'agent ou de l'agente de supervision local(e) ou régional(e) recommandant son inscription aux cours par correspondance. La lettre doit indiquer la raison pour laquelle l'élève ne fréquente pas l'école et la durée prévue de son absence, s'il y a lieu. Une fois la demande acceptée, le CEI fournit les leçons et le matériel nécessaires. Les parents peuvent venir les chercher eux-mêmes au CEI ou demander qu'ils soient envoyés à leur domicile ou à celui d'une personne domiciliée en Ontario qui assure la liaison avec eux.

Adultes

Les adultes domiciliés en Ontario mais qui résident temporairement hors de la province peuvent s'inscrire aux cours par correspondance du palier secondaire. Ils doivent, quelques semaines avant de quitter la province, présenter leur demande d'inscription en utilisant le formulaire F, accompagné d'un relevé de notes à jour.

Adultes

Les adultes ne peuvent pas s'inscrire à des cours du palier élémentaire. Des cours de niveau fondamental du palier secondaire devraient leur convenir.

Enfants

Les enfants d'âge scolaire qui ne peuvent fréquenter l'école :
- pour des raisons de santé,
- parce qu'ils en sont trop éloignés, ou
- parce qu'ils n'ont pas de moyens de transport pour s'y rendre, peuvent s'inscrire aux cours par correspondance du palier élémentaire.

Programme du palier
élémentaire

Apprentissage parallèle dirigé pour élèves dispensés de fréquentation scolaire

Personnes domiciliées en Ontario et temporairement absentes de la province

Introduction

Les renseignements qui suivent s'adressent aux personnes domiciliées en Ontario qui s'absentent temporairement de la province pendant une période d'au moins trois mois et d'au plus trois ans.

Les personnes qui s'approprient à quitter le Canada doivent fournir le nom et l'adresse d'une personne domiciliée en Ontario qui se chargera de leur transmettre les manuels, les leçons et les devoirs corrigés. Les responsables de cette personne lui sont précilités de cette personne lui sont précilités au moment de l'inscription. Veuillez communiquer avec un orienteur ou une orienteuse du Centre d'études indépendantes quelques semaines avant de quitter le Canada.

Enfants

Les enfants qui quittent le Canada peuvent demander à s'inscrire à des cours du palier élémentaire ou secondaire. Une recommandation écrite d'un agent ou d'une agente de supervision du conseil scolaire local (en Ontario) est requise dans ce cas.

On trouvera à la page 20 des renseignements concernant l'inscription aux cours du palier élémentaire. Les personnes qui veulent s'inscrire aux cours du palier secondaire devront faire parvenir au CEI le formulaire F rempli et un relevé de notes du palier secondaire à jour.

Programme des écoles de jour

Un directeur ou une directrice d'école de jour peut faire appel aux services du Centre d'études indépendantes pour ses élèves. Dans ce cas, il ou elle devra désigner un coordonnateur ou une coordonnatrice. Les élèves qui désirent s'inscrire à un cours du CEI devront en faire la demande en remplissant le formulaire D qu'ils se procureront auprès du coordonnateur ou de la coordonnatrice. Les élèves admissibles ne peuvent s'inscrire qu'à un cours à la fois. Il revient au coordonnateur ou à la coordonnatrice d'assurer la sélection des élèves, d'établir un emploi du temps et de suivre régulièrement les progrès des élèves.

Pour des renseignements complets, voir la brochure intitulée Guide des écoles secondaires de jour.

Élèves ontariens âgés de moins de seize ans

Élèves des écoles élémentaires

On trouvera des renseignements sur les cours du palier élémentaire (de la 1^{re} à la 8^e année) aux pages 20 à 22.

Élèves des écoles secondaires

Les jeunes Ontariens d'âge scolaire qui ne fréquentent pas l'école pour des raisons de santé ou parce qu'ils en sont très éloignés peuvent suivre des cours du CEI.

Les parents (ou le tuteur ou la tutrice) doivent obtenir une lettre de recommandation de l'agent ou de l'agente de supervision du conseil scolaire local ou du bureau régional du miniscal ou du bureau régional du miniscal ou du bureau régional du miniscal ou du bureau régional du miniscal

Centre d'études indépendantes. La lettre doit indiquer la raison pour laquelle l'élève ne fréquente pas l'école et, s'il y a lieu, la durée prévue de son absence. Elle doit être envoyée au Centre d'études indépendantes (voir l'adresse à la page 1) accompagnée du formulaire C et d'un relevé des notes de l'élève.

Tant que l'élève est d'âge scolaire, une nouvelle lettre est requise à chaque réinscription.



Troisième partie
Groupe spéciaux

Après l'obtention d'un diplôme

On peut se procurer la brochure *Tour d'horizon*, un guide de l'éducation postsecondaire en Ontario, auprès du ministère de l'Éducation. Cette brochure d'une cinquantaine de pages donne des renseignements détaillés sur les divers établissements qui offrent un enseignement postsecondaire en français.

Pour en obtenir un exemplaire, téléphonez ou écrivez au :

Ministère de l'Éducation
Direction des communications
Edifice Mowat, 14^e étage
Toronto (Ontario)
M7A 1L2

Dans la région de Toronto, composez le (416) 965-6407. Dans la plupart des autres régions de l'Ontario, composez sans frais le 1-800-268-7501.

Admission à l'université

Les cours de 13^e année et les cours préuniversitaires de l'Ontario (CPO) préparent les élèves à entrer à l'université. Les CPO sont des cours de niveau avancé qui seront bientôt obligatoires pour l'admission à l'université. Dans quelques années, ils remplaceront tous les cours de 13^e année. Les crédits de 13^e année et des CPO, combinés ou non, comptent pour le DESS ou le DESO. Les préalables recommandés pour ces cours sont indiqués dans la description de chaque cours.

Si vous comptez vous inscrire dans une université, vous devrez :

- communiquer directement avec l'université et vous renseigner sur les conditions d'admission du programme qui vous intéresse;
- communiquer avec un orienteur ou une orienteuse du CEI si vous voulez qu'on vous aide à établir votre programme d'études.

Le diplôme d'études secondaires de l'Ontario (DESO)

Ce nouveau diplôme sera décerné aux élèves qui se seront inscrits en 9^e année en septembre 1984 ou après. Après 1989, ce sera le seul diplôme d'études secondaires offert en Ontario. Il sera décerné aux élèves qui auront accumulé trente crédits, dont seize crédits obligatoires.

Crédits requis pour obtenir le diplôme d'études secondaires de l'Ontario

Cours obligatoires		Nombre de crédits
Français/English	Anglais/Français langue seconde	5
Mathématiques	2	1
Sciences	2	2
Histoire du Canada	1	1
Géographie du Canada	1	1
Arts	1	1
Éducation physique et hygiène	1	1
Affaires et commerce ou études technologiques	1	1
Sciences sociales (cycle supérieur)	1	1
Nombre total de crédits obligatoires		16
Crédits à option		14
Total		30

Si vous abandonnez vos études avant d'obtenir le diplôme d'études secondaires de l'Ontario, vous pourrez peut-être obtenir un certificat d'études. Pour cela, vous devrez avoir accumulé au moins quatorze crédits, dont six crédits obligatoires et six crédits à option.

Autres renseignements

Si vous obtenez, par les cours suivis auprès du CEI, les crédits qu'il vous manque pour avoir droit au DES, au DESO ou au DESO, c'est le Centre d'études indépendantes qui vous délivre le diplôme. Vous pouvez cependant demander qu'il vous soit délivré par la dernière école que vous avez fréquentée. Le Centre informe le ministère de l'Éducation de tous les diplômes et des crédits de 13^e année et des CPO qu'il décerne.

Si vous avez d'autres questions à poser sur les conditions d'obtention d'un diplôme, téléphonez au Centre d'études indépendantes (voir les numéros de téléphone à la page 1) et demandez à parler à un orienteur ou à une orienteuse.

Le CEI procédera à une évaluation des dossiers des personnes qui ont fait leurs études à l'extérieur de l'Ontario et qui désirent s'inscrire au CEI. Cette évaluation servira à déterminer les conditions supplémentaires qu'elles auront à remplir afin d'obtenir un diplôme de l'Ontario.

Le diplôme d'études secondaires (DES) – 12^e année

Pour obtenir ce diplôme, vous devez accumuler vingt-sept crédits en suivant des cours pris le jour ou le soir dans une école secondaire privée ou financée par les fonds publics, en suivant un programme d'éducation permanente ou des cours du Centre d'études indépendantes. Ce diplôme sera délivré jusqu'en 1989, puis il sera remplacé par le diplôme d'études secondaires de l'Ontario (DESO).

Le diplôme d'études secondaires supérieures (DESS) – 13^e année

Pour obtenir ce diplôme, vous devez accumuler six crédits de 13^e année en Ontario ou autant de crédits de cours préuniversitaires de l'Ontario (CPO). Les équivalences de crédits et les crédits pour reconnaissance de maturité ne s'appliquent pas à ce diplôme. Le DESS sera délivré jusqu'en 1990, puis il sera remplacé par le DESO. Il n'est pas nécessaire d'avoir un diplôme d'études secondaires pour obtenir un diplôme d'études secondaires supérieures ou pour s'inscrire à un cours de 13^e année.



par correspondance. Le dossier scolaire de l'élève doit être présenté au CEI pour que cette évaluation puisse être faite.

Les équivalences de crédits peuvent remplacer certains des crédits obligatoires pour obtenir le diplôme d'études secondaires (DES) ou le diplôme d'études secondaires de l'Ontario (DESO).

Les équivalences de crédits ne tiennent que si vous étudiez en vue de l'obtention du diplôme d'études secondaires ou du diplôme d'études secondaires de l'Ontario. Pour plus de renseignements sur les diplômes d'études secondaires, voir les pages 14 et 15.

Les conditions d'obtention des diplômes dans les écoles de l'Ontario sont fixées par le ministère de l'Éducation. Si vous voulez obtenir un diplôme, le personnel du CEI établira avec vous un programme qui vous permettra de remplir ces conditions.

Renseignements importants à l'intention des élèves adultes
Si vous êtes un ou une élève adulte (si vous avez dix-huit ans ou plus et ne fréquentez plus l'école depuis au moins un an), vous pouvez recevoir des équivalences de crédits tenant compte :

- de votre maturité et du temps écoulé depuis que vous avez quitté l'école (jusqu'à douze crédits);
- des cours suivis avec succès même s'ils ne sont pas généralement reconnus comme des cours du palier secondaire;
- de chaque période d'un programme reconnu d'apprentissage terminée avec succès.

Les équivalences de crédits s'ajoutent aux autres crédits que vous obtenez. Cependant, quel que soit le nombre d'équivalences de crédits obtenues, vous devez terminer avec succès des cours supplémentaires pour obtenir le diplôme.

La registraire du CEI détermine le nombre de crédits obtenus par l'élève (y compris les équivalences de crédits) lorsque ce dernier ou cette dernière termine avec succès un cours

Certificats

Si vous terminez avec succès un cours par correspondance, vous recevrez un certificat qui indique la note obtenue et la valeur du cours en crédits.

Relevés de notes de l'élève

Le relevé de notes contient les résultats scolaires. Si vous avez besoin d'un relevé officiel des notes que vous avez obtenues en suivant des cours du CEI, vous pouvez en faire la demande auprès de la registraire du CEI. Ce relevé indiquera vos notes et la valeur des cours en crédits. Vous pouvez aussi demander un bulletin provisoire pour un cours dont au moins la moitié des leçons a été terminée et évaluée.

Si vous fréquentez aussi une école de jour, vous devez vous adresser à celle-ci pour obtenir un bulletin provisoire ou un relevé de notes. Le coordinateur ou la coordinatrice du programme de votre école de jour recevra le relevé des notes que vous avez obtenues dans tous les cours par correspondance que vous aurez terminés.

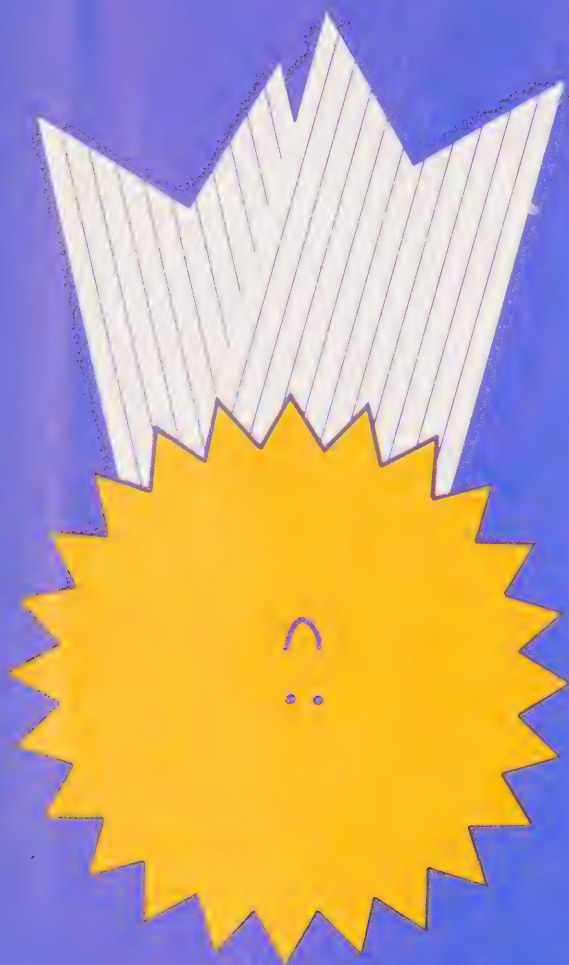
Examens

Si vous suivez des cours de 1^{re}, 12^e ou 13^e année, vous devez terminer vos devoirs et réussir un examen final afin d'obtenir un crédit ou une fraction de crédit.

Dans la plupart des cours, la note finale est la moyenne de la note des devoirs et de celle de l'examen final (sauf indication contraire dans la description du cours). Les élèves qui étudient attentivement leurs leçons n'ont en général aucune difficulté particulière à l'examen.

Si vous habitez à l'extérieur de Toronto, vous passez l'examen dans votre localité, sous la supervision d'un surveillant ou d'une surveillante du CEI. Si vous résidez dans la communauté urbaine de Toronto, vous devez passer l'examen au Centre d'études indépendantes situé au 909, rue Yonge, à Toronto. Vous recevrez au préalable tous les renseignements nécessaires sur l'examen et vous choisirez de le passer au moment qui vous convient le mieux.

Les élèves âgés de plus de cinquante ans ne sont pas tenus de passer d'examens.



Deuxième partie
Certificats, relevés de notes, examens et
diplômes

Code des cours et crédits

Toutes les écoles utilisent des codes uniformisés de cinq caractères pour désigner chaque cours. Le CEI utilise un sixième caractère pour indiquer le numéro d'édition.

Mathématiques du consommateur
Code du cours: MAT 2 F-5

10^e année

1/2 crédit

1 Les trois premiers caractères sont des lettres. Ils indiquent la matière du cours.

2 Le quatrième caractère est un chiffre et il indique l'année d'études.

1 - 9^e année
 2 - 10^e année
 3 - 11^e année
 4 - 12^e année
 5 - 13^e année

0 - Cours préuniversitaire de l'Ontario (CPO)¹

MAT2F-5 est un cours de 10^e année.

3 Le cinquième caractère est une lettre qui indique le niveau de difficulté du cours.

F - niveau fondamental
 C - niveau général
 A - niveau avancé

MAT2F-5 est un cours de niveau fondamental.

4 Le sixième caractère est un chiffre et il indique l'édition du cours.

1. Pour obtenir plus de détails sur les CPO, voir la page 16.

Les adultes peuvent se voir accorder des équivalences de crédits en vue de l'obtention du diplôme d'études secondaires (DES) ou du diplôme d'études (DES) de l'Ontario (DESO). Pour plus de renseignements, voir la page 13.

Pour savoir comment les crédits s'accumulent pour donner droit à un diplôme, voir les pages 13 et 14.

MAT2F-5 est un cours de dix leçons qui vaut un demi-crédit.

Un cours d'un crédit comporte vingt leçons. Un cours d'un demi-crédit comporte dix leçons.

Chaque cours du CEI vaut un crédit ou un demi-crédit. Ainsi chaque fois que vous terminez un cours avec succès, vous obtenez un crédit ou un demi-crédit.

MAT2F-5 est la première moitié du cours de mathématiques du consommateur de 10^e année. Il précède le cours MAT2F-6.

Un exemple de code de cours extrait de la description des cours vous aidera à mieux comprendre ce code et la valeur en crédits d'un cours.



3. Indiquez à l'endroit approprié du formulaire le cours que vous avez choisi. Mentionnez également un deuxième cours, au cas où le Centre ne puisse pas vous offrir le cours que vous avez choisi en premier lieu. Au début, vous ne pourrez vous inscrire qu'à un seul cours. Après avoir reçu les résultats des cinq premières leçons de ce premier cours, vous pourrez demander à vous inscrire à un deuxième cours.
4. Inscrivez correctement le code du cours. Voir la section «Code des cours et crédits» qui suit.
5. N'oubliez pas de signer le formulaire.
6. Envoyez par la poste ou apportez votre demande, accompagnée de votre dossier scolaire, au Centre d'études indépendantes (voir l'adresse à la page 1 de ce guide). Vous pouvez vous procurer une copie de votre dossier scolaire à la dernière école que vous avez fréquentée. Si vous avez de la difficulté à l'obtenir, signalez-le aux orienteurs du CEL.

Comment faire une demande d'inscription

Les renseignements qui suivent ne s'appliquent qu'aux cours à crédits.

1. Remplissez le bon formulaire. Pour la plupart des adultes, il s'agit du formulaire C (jaune).

2. Répondez avec soin à toutes les questions du formulaire. Vous pouvez vous référer à la présente brochure, au besoin.

4. Désirez-vous simplement étudier une matière plus à fond? C'est là aussi une bonne raison de s'inscrire à un cours. Souvent, les élèves ne cherchent pas nécessairement à obtenir un diplôme ni à se préparer à un emploi en particulier.
5. Quels sont vos besoins? Parcourez la description des cours aux pages 26 à 55. Vous y trouverez peut-être un cours que vous ne connaissez pas et qui peut répondre à vos besoins.
6. Vous préparez-vous à des études postsecondaires ou à un emploi ou étudiez-vous par simple plaisir? Quoi qu'il en soit, choisir les cours qui correspondent le mieux à vos besoins est votre responsabilité.

Si vous avez besoin de conseils, veuillez téléphoner ou écrire au Centre d'études indépendantes. Vous trouverez l'adresse et le numéro de téléphone du Centre à la page 1.

Comment choisir votre premier cours

Les renseignements qui suivent se rapportent aux cours ouvrant droit à un crédit ou à un demi-crédit.

Niveaux de difficulté

Les cours du palier secondaire sont offerts à trois niveaux de difficulté.

Lorsque vous choisissez un cours du CEI, vous devez décider à quel niveau de difficulté vous pourrez le suivre.

Niveau fondamental

Avez-vous abandonné l'école avant la neuvième année? Etiez-vous inscrit(e) à des cours de niveau fondamental à l'école secondaire? Dans ces deux cas, vous voudrez peut-être commencer par des cours de ce niveau. Cela vous permettra de vous rattraper dans certaines matières et d'acquérir des connaissances pratiques et générales. Ces cours vous prépareront à un emploi ou à l'apprentissage d'un métier. Mais sachez que les élèves qui veulent poursuivre leurs études au-delà de la douzième année doivent s'inscrire à des cours de niveau général ou avancé.

Niveau général

Ces cours préparent à un emploi. Ils préparent aussi à des études dans un collège d'arts appliqués et de technologie ou dans un autre établissement d'enseignement non universitaire.

Niveau avancé

Ces cours préparent les élèves à l'université et à certains programmes de collèges d'arts appliqués et de technologie. Les cours de ce niveau sont les plus exigeants.

Quel est le niveau de difficulté du cours qui vous intéresse? Il est parfois difficile de passer d'un cours de niveau fondamental à un cours de niveau général, ou d'un cours de niveau général à un cours de niveau plus avancé, vous aurez peut-être besoin de suivre des cours supplémentaires. Les orienteurs du CEI se feront un plaisir de répondre à vos questions à ce sujet.

Le niveau de difficulté des cours est indiqué clairement. Voyez les descriptions de cours à partir de la page 26.

Quels sont vos objectifs?

1. Que voulez-vous étudier? Il est plus facile de réussir quand on aime ce que l'on fait. Mais assurez-vous aussi que le cours répond à vos besoins.

2. Désirez-vous obtenir un diplôme? Ce cours vous rapprochera-t-il de votre but? Si vous suivez un cours qui est pratiquement l'équivalent d'un cours que vous avez déjà suivi, il ne vous donne pas droit à un crédit additionnel.

3. Si vous visez à obtenir un emploi ou une promotion, le cours vous aidera-t-il?

Points à prendre en considération

- Un cours d'un crédit représenté de l'équivalent de cent vingt heures de travail (soixante heures pour un cours d'un demi-crédit). Pensez-vous avoir le temps nécessaire?
- Si vous pensez pouvoir terminer une leçon par semaine (six à dix heures de travail), il vous faudra environ six mois pour un cours de vingt leçons. Cela vous paraît-il trop long?
- Quand vous avez terminé une leçon, vous envoyez vos devoirs par la poste à l'enseignant ou à l'enseignante chargé(e) de les corriger, et vous commencez la leçon suivante. Vous ne recevrez les résultats de votre travail et les observations de l'enseignant ou de l'enseignante que plusieurs jours plus tard. Ce délai vous ennue-t-il?
- Vos activités vous laisseront-elles assez d'énergie pour étudier?
- Il est bon de prendre l'habitude d'étudier de façon régulière. Pensez-vous pouvoir réserver à vos cours par correspondance des périodes de temps régulières?
- Il y a d'autres façons de faire des études. Avez-vous pensé aux cours offerts le jour ou le soir dans les écoles secondaires ou aux programmes d'éducation permanente?
- Pour faire des études indépendantes, il faut pouvoir travailler seul(e). En êtes-vous capable?

Que peut-on faire si on ne comprend pas quelque chose?
Aux heures prévues de la semaine, vous pouvez appeler le CRI sans frais. Une personne compétente vous aidera à résoudre vos difficultés. Au moment de votre inscription, vous recevrez les renseignements nécessaires au sujet de ce service de télé-tutorat.



Pourquoi suit-on les cours du CEI?

Un ou une élève du CEI suit des cours :

- pour améliorer ses connaissances de base;
- pour obtenir un diplôme;
- pour se préparer à entrer dans un collège ou une université;
- pour poursuivre un intérêt dans une matière particulière;
- et pour bien d'autres raisons.

Qui sont les élèves du CEI?

Ce sont par exemple :

- des personnes au foyer;
- des pères ou des mères de famille;
- des personnes à la retraite;
- des travailleurs;
- des personnes à la recherche d'un emploi.

Vous aussi pouvez devenir un ou une élève du CEI.

Quel avantage y a-t-il à faire des études indépendantes?

- Vous étudiez quand vous le voulez et où vous le voulez.

- Vous pouvez entreprendre ou terminer un cours à n'importe quel moment de l'année.

- Vous pouvez prendre le temps qu'il vous faut pour faire vos devoirs.

- Vous pouvez choisir les matières qui conviennent le mieux à vos projets de carrière, à vos besoins et à vos aptitudes.

Les études indépendantes répondront-elles à vos besoins?

Voici les réponses à des questions que vous pourriez vous poser.

Comment fait-on une leçon?

Vous commencez par lire et étudier la leçon. Chaque leçon comporte des devoirs. Lorsque vous avez bien assimilé le contenu de la leçon, vous faites vos devoirs et vous les envoyez à votre enseignante ou enseignant (on vous aura donné son nom lors de l'inscription).

Y a-t-il des dates limites?

Vous travaillez à votre propre rythme, selon le temps libre que vous laissez votre emploi, vos responsabilités familiales ou vos autres occupations. Quoi qu'il en soit, vous devriez tout de même envoyer vos devoirs régulièrement. Cela vous permettra de mieux retentir ce que vous avez appris dans les leçons précédentes.

Quelle est la tâche de l'enseignant ou de l'enseignante?

L'enseignant ou l'enseignante corrige vos devoirs et les note. Il ou elle inscrit ses remarques et ses suggestions sur vos devoirs et vous les renvoie directement. Quand on vous aura retourné vos devoirs, étudiez toutes ces observations car elles vous aideront dans l'étude des autres leçons.

- Vos rapports avec l'enseignant ou l'enseignante sont personnels et confidentiels.

- Les cours sont gratuits.

- La plupart des cours donnent droit à un crédit ou à un demi-crédit en vue d'un diplôme.

Qui peut s'inscrire au Centre?

Les adultes :

- qui ont seize ans ou plus;
- qui habitent en Ontario;
- qui sont citoyens canadiens ou résidents permanents; et
- qui ne fréquentent pas d'école de jour.

S'il y a moins de trois mois que vous avez quitté l'école de jour, vous devez obtenir une lettre de recommandation du directeur ou de la directrice de la dernière école que vous avez fréquentée et joindre cette lettre à votre demande.

Les élèves d'une école de jour :

- qui ont déjà obtenu au moins quatre crédits;
- qui ne peuvent pas suivre le cours à l'école; et
- qui ont obtenu l'autorisation écrite du coordonnateur ou de la coordinatrice de leur école chargée de la liaison avec le CEJ.

Vous trouverez plus de renseignements sur les conditions d'admission et les formalités d'inscription au programme de jour à la page 18.

Les élèves ontariens âgés de moins de seize ans :

- qui ne fréquentent pas l'école pour des raisons de santé ou parce qu'ils en sont trop éloignés; ou
- qui sont dispensés de fréquentation scolaire.

Pour plus de renseignements sur l'inscription aux cours du palier secondaire, voir la page 18.

Les renseignements sur les cours du palier élémentaire se trouvent à la page 20.

Les personnes domiciliées en Ontario temporairement absentes de la province :

- pendant une période d'au moins trois mois et de trois ans au plus.

Remarque. - Les élèves d'âge scolaire qui déménagent temporairement dans une autre province ou dans un territoire canadien doivent fréquenter une école et ne peuvent donc pas s'inscrire aux cours du CEJ.

Voir les pages 19 et 20 pour obtenir des renseignements sur l'inscription : - des enfants aux cours du palier élémentaire ou du palier secondaire pendant qu'ils sont à l'extérieur du Canada;

- des adultes aux cours du palier secondaire pendant qu'ils sont à l'extérieur de l'Ontario.

Première partie Renseignements généraux

Les études indépendantes, est-ce pour vous?

Services offerts par le CEI

Cours gratuits

- Vous pouvez suivre gratuitement un cours du CEI.

- Les leçons, les manuels et presque tout le matériel vous sont prêtés.

Vous les renvoyez dès que vous avez fini votre cours ou que vous décidez de l'abandonner. [Ceci ne s'applique pas aux manuels et au matériel des cours de 1^{re} année et des cours préuniversitaires de l'Ontario (CPO).]

- Pour la plupart des cours, vous n'aurez à payer que les frais de poste pour faire parvenir vos travaux à votre enseignant ou à votre enseignante.

Des enseignants qualifiés

- Vos devoirs sont corrigés par un enseignant ou une enseignante qualifiée(e). Il ou elle vous aide et vous suit dans vos efforts.

Orientation

- Le CEI met à votre service des orienteurs qui peuvent vous aider à choisir vos cours.

- Les orienteurs peuvent vous aider à planifier vos études.

- Vous n'avez qu'à téléphoner, écrire ou vous présenter à nos bureaux. Le numéro de téléphone et l'adresse sont indiqués à la page 1 de la présente brochure.





Première partie
Renseignements généraux

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Si vous voulez obtenir plus de renseignements sur les services décrits dans ce guide, vous pouvez téléphoner ou écrire au :

Centre d'études indépendantes

909, rue Yonge

Toronto (Ontario)

M4W 3G2

Vous pouvez téléphoner sans frais

aux numéros suivants. Dans la région de Toronto, composez le

(416) 965-1231; dans les localités dont l'indicatif régional est 807, consultez

la section «Gouvernement de l'Ontario» dans les pages bleues de

l'annuaire téléphonique à la rubrique «Cours par correspondance». Dans les

autres régions de l'Ontario, composez sans frais le 1-800-268-7065.

En plus de ce guide, le Centre d'études indépendantes publie les dé-

pliants suivants que l'on peut se procurer en écrivant ou en téléphonant

au CEI :

Un crédit bien mérité

Ce dépliant pourra intéresser le pu-

blic en général, les écoles, les centres

d'information et autres organismes.

Les programmes et services offerts

aux adultes par le CEI y sont briève-

ment décrits.

guide.

Voir aussi la page 24 du présent

la reproduction de ce matériel, etc.

ponibles, les restrictions concernant

de ce matériel, la liste des cours dis-

énumérées des utilisations possibles

critre à des cours du CEI. On y trouve

sonnes qui ne cherchent pas à s'ins-

vente de matériel didactique aux per-

Ce dépliant contient des détails sur la

du CEI

Matériel didactique en vente auprès

guide.

trice. Voir aussi la page 18 de ce

coordonnateur ou de la coordonna-

cription et les responsabilités du

blics, notamment les formalités d'ins-

privées ou financées par les fonds pu-

offre aux écoles secondaires de jour

ments sur les programmes que le CEI

Ce dépliant fournit des renseigne-

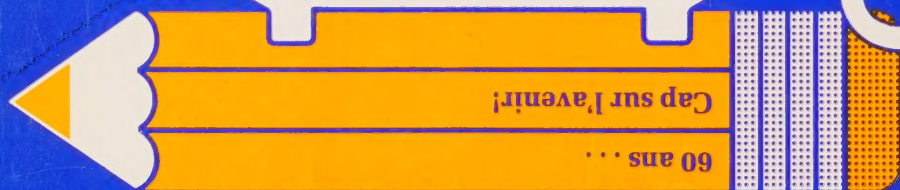
Guide des écoles secondaires de jour

Important!

Veuillez lire ce guide avant de faire votre demande d'inscription à un cours du Centre d'études indépendantes (CEI). Le personnel du CEI est prêt à vous aider, mais c'est votre responsabilité de bien choisir vos cours.

Centre d'études indépendantes

Guide de l'élève 1986-1987



86-031

Cours par correspondance